



# **CallPilot Mini**

Product release 1.5B

# **Technical Guide**

# About this guide

The following publications are in this technical guide:

- CallPilot Mini Installation and Maintenance Guide Provides instructions for CallPilot Mini installations.
- Software KeyCode Installation Guide
   Provides instructions for enabling CallPilot Mini Software Keycodes.
- CallPilot Manager Set Up and Operation Guide
   Provides instructions for setting up the CallPilot Mini using CallPilot Manager.
- CallPilot Programming Record
  Provides a record of the settings used for the CallPilot Mini.



# **CallPilot Mini**

**Installation and Maintenance Guide** 



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#### **FCC Regulations**

This equipment complies with Federal Communications Commission Rules and Regulations Part 68 when connected to a Meridian 1 switch. This equipment does not connect directly to the public switched telephone network.

#### **DOC Regulations**

This equipment complies with the Canadian Department of Commerce CS-03 Rules and Regulations for connection to Meridian 1 switches.

#### Radio Frequency Interference

This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Part 15 of the FCC Rules, EN55022, CISPR22 and CSA specification C108.8, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case users will be required, at their own expense, to take whatever measures are necessary to correct the interference.

CallPilot Mini contains fragile electronic parts. Do not drop or bump it.



#### Warning:

This is a Class A product. In a domestic environment this product may cause radio interference, in which case the user may be required to take adequate measures.

# 警告使用者:

這是甲類的資訊產品,在居住的環境中使用時, 可能會造成射頻干擾,在這種情況下,使用者會 被要求採取某些適當的對策。

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## **Preface**

The CallPilot Mini is a voice messaging product suited for small to medium sized businesses. It combines the voicemail and call processing features of a large business system into a compact, easy to use system.

# Before you begin

This guide is intended for install technicians. This guide assumes that you have a working knowledge of the telephone system on which you are installing the CallPilot Mini.

#### **Text conventions**

This guide uses the following text conventions:

angle brackets (<>) Indicate that you choose the text to enter based on the description inside

the brackets. Do not type the brackets when entering the command.

Example: If the command syntax is **ping** < ip address>, you enter

ping 192.32.10.12

bold Courier text Indicates command names and options and text that you need to enter.

Example: Use the dinfo command.

Example: Enter show ip {alerts|routes}.

italic text Indicates book titles.

Example: CallPilot Manager Set Up and Operation Guide

plain Courier Indicates

text

Indicates command syntax and system output, for example, prompts

and system messages.

Example: Set Trap Monitor Filters

BUTTONS

Indicates the buttons you press on a telephone.

Example: 6 9 8 3

## Related publications

For more information about programming CallPilot Mini, refer to the following publications:

- CallPilot Manager Set Up and Operation Guide
   Provides instructions for setting up the CallPilot Mini using CallPilot Manager.
- CallPilot Programming Record
   Provides a record of the settings used for the CallPilot Mini.

# How to Get Help

#### **USA** and Canada

#### **Authorized Distributors - ITAS Technical Support**

#### Telephone:

1-800-4NORTEL (1-800-466-7835)

If you already have a PIN Code, you can enter Express Routing Code (ERC) 196#. If you do not yet have a PIN Code, or for general questions and first line support, you can enter ERC 338#.

#### Website:

http://www.nortelnetworks.com/itas/

#### **Presales Support (CSAN)**

#### Telephone:

1-800-4NORTEL (1-800-466-7835)

Use Express Routing Code (ERC) 1063#

# **EMEA (Europe, Middle East, Africa)**

#### **Technical Support - CTAS**

#### Telephone:

00800 800 89009 or 33 4 9296 1341

#### Fax:

33 49296 1598

#### email:

emeahelp@nortelnetworks.com

# **CALA (Caribbean & Latin America)**

#### **Technical Support - CTAS**

Telephone:

1-954-858-7777

email:

csrmgmt@nortelnetworks.com

## **APAC (Asia Pacific)**

## **Technical Support - CTAS**

Telephone:

+61 388664627

Fax:

+61 388664644

email:

asia\_support@nortelnetworks.com

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# Chapter 1 How to use this guide

This guide explains:

- · what CallPilot Mini is
- how to install CallPilot Mini
- how to initialize CallPilot Mini
- · how to troubleshoot CallPilot Mini

# How to use this guide

Chapter 1, "How to use this guide explains the contents of this guide and the conventions it uses.

Chapter 2, "System overview provides a functional overview of the CallPilot Mini.

Chapter 3, "Preparing to install the CallPilot Mini describes what is required before you install the CallPilot Mini.

Chapter 4, "Installing CallPilot Mini describes how to install the CallPilot Mini.

Chapter 5, "Initializing the CallPilot Mini describes how to program the initial parameters for the CallPilot Mini.

Chapter 6, "Language Configuration Utility describes how to change the languages available on the CallPilot Mini.

Chapter 7, "Password administration describes how to reset the passwords on CallPilot Mini.

Chapter 8, "Backing up and restoring CallPilot describes how to back up and restore CallPilot information.

Chapter 9, "Upgrading CallPilot Mini describes how to upgrade CallPilot Mini.

Chapter 10, "Troubleshooting describes problems, error messages and corrective actions.

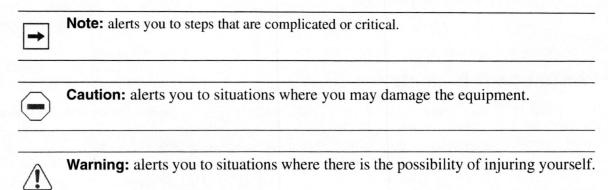
Appendix A, "Modem Access describes how to use a modem to access CallPilot Mini.

# How the instructions are presented

The tasks in this book are presented as step-by-step instructions, in the order you must carry them out.

## Warning and caution symbols

Sometimes you will see symbols warning you to be careful. These symbols include:



Before you begin any task, read all the steps, including Notes, Cautions, and Warnings.

# Chapter 2 System overview

#### **About CallPilot Mini**

The CallPilot Mini is a voice messaging product suited for small to medium sized businesses. It combines the voicemail and call processing features of a large business system into a compact, easy to use system.

#### **CallPilot Mini offers**

- connection to a compatible Meridian 1 telephone system
- · voicemail with a CallPilot interface
- up to eight voice channels

## **Features of CallPilot**

Feature	CallPilot Mini
Number of voice channels	8
Storage (hours)	59
Additional storage	Yes (to 82 hours)
Maximum number of subscriber mailboxes	200
Basic voicemail	Included
Outbound transfer	Included
Call recording, call interrupt	Not available
Auto-Attendant and Custom Call Routing (CCR)	Included
Networking (digital, AMIS)	Optional
Unified Messaging	Optional

# Compatibility

The CallPilot Mini can connect to these Meridian 1 telephone systems:

Table 1 Compatible Meridian 1 systems

Meridian 1 system	Compatible software version X11 release 22 or higher	
Option 11C		
Option 11C Mini	X11 release 22 or higher	

## Hardware overview

The CallPilot Mini is a compact device that you can mount on a desk or on the wall.

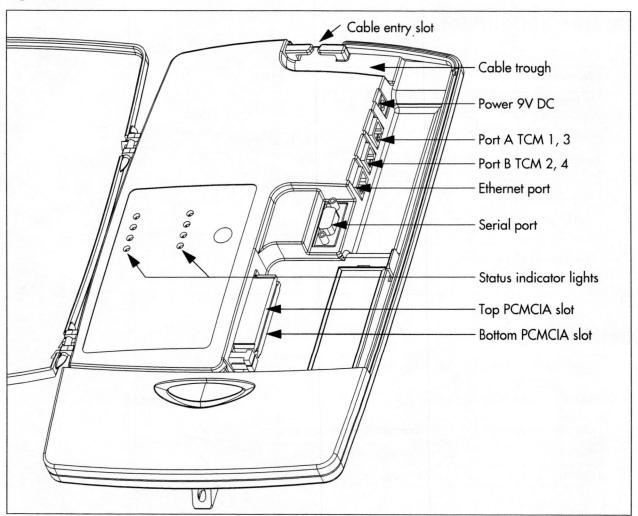
Figure 1 points out the various parts of the CallPilot hardware.

#### **Data connectors**

The CallPilot Mini has the following connections:

- one RJ-45 jack for a 10/100 Mbps Ethernet connection to a local network
- one RS-232 port for connecting a terminal which provides alternative access
- two RJ-11 jacks, labeled Port A and Port B, for connections to a Meridian 1 PBX.
   Each RJ-11 jack can support two TCM connections. Each TCM connection can support two voice channels. This gives the CallPilot Mini a total of eight voice channels.

Figure 1 Inside the CallPilot Mini



#### **PCMCIA** slots

The CallPilot Mini has two PCMCIA slots.

- The bottom slot is used for the feature cartridge. The feature cartridge is the device that stores the CallPilot software, greetings and voice messages.
- The top slot is used during software upgrades.

For the locations of the PCMCIA slots, refer to Figure 1.

#### **Dimensions**

The CallPilot Mini has the following dimensions:

Height: 33 cm (13 inches)
 Width: 20 cm (8 inches)
 Depth: 4 cm (1.5 inches)

#### Voice message storage

The voice message storage is the amount of memory that CallPilot Mini has to store greetings and voicemail messages.

The CallPilot Mini provides 59 hours of voice message storage. With the optional message storage upgrade, the CallPilot Mini provides 82 hours of voice message storage.

#### **Power**

An external power supply provides 9V DC for the CallPilot Mini. Use only the power supply that is provided with the CallPilot Mini.

# Chapter 3 Preparing to install the CallPilot Mini

This chapter explains what you need before you install the CallPilot Mini.

#### **Environment**

Make sure the installation area is:

- · clean, free of dust, dry and well ventilated
- between 0 and 50 degrees Celsius
- non-condensing relative humidity between 5 percent and 95 percent
- at least 4 m, or 13 ft., from any equipment that could produce electromagnetic, radio frequency and electrostatic interference
- a wall area about 1 m (3 ft.) square
- closer than 15 m, or 50 ft., of cable length from the Meridian 1 PBX
- within 1.5 m, or about 5 ft., of a three-wire grounded electrical outlet
- a minimum of 16 cm, or 6 in., from a corner wall or other component
- a minimum of 46 cm, about 18 in., from the floor, to prevent water damage

## **Electrical service**

Make sure the power is:

- 115/230 VAC nominal; range 100 to 240 V
- 50/60 Hz nominal; range 47 to 63 Hz
- Third-wire ground
- Unswitched

# Opening the kit

Open the box and ensure that you have all the pieces, as described below:

- CallPilot Mini
- Power supply and power cord
- Wall Mount Bracket
- Four-wire, two-meter line cord
- Documentation and Client Software CD

# Managing the CallPilot system

CallPilot Mini is managed using CallPilot Manager. You require a LAN connection to the CallPilot Mini to use CallPilot Manager.

## **Using a LAN**

CallPilot Mini is managed through a web browser interface called CallPilot Manager.

To use CallPilot Manager, the CallPilot Mini system must have a fixed IP address.

All CallPilot Mini systems are shipped with the default IP address of 192.168.110.10. If this IP address conflicts with your network, you must change the address before connecting the CallPilot Mini to your network. You ca-n change the IP address using a terminal connected to the CallPilot Mini serial port, or through a temporary Ethernet connection using an Ethernet crossover cable to a stand alone computer or laptop.

Detailed instructions for setting the IP address and accessing CallPilot Manager are provided in "Initializing the CallPilot Mini" on page 27.

#### **DNS** server

Your LAN does not require a DNS server for CallPilot Mini to operate. However, a DNS server provides an easier interface to accessing the CallPilot Manager URL by providing a language-based name, such as CallPilot01. After this name is added to the DNS server as an alias for the system IP address, users can start CallPilot Manager by entering this name.

# Chapter 4 Installing CallPilot Mini

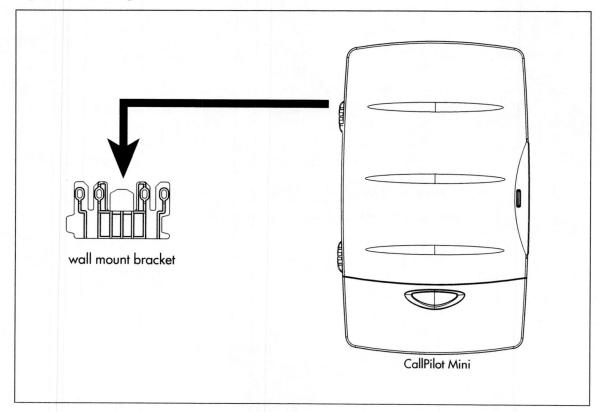
This chapter describes installing the CallPilot Mini on a wall and powering it up.

# **Wall mounting the CallPilot Mini**

Follow this procedure to mount the CallPilot Mini on a wall.

- 1 Attach the wall mount bracket to a secure surface by the two inner holes. Use anchors, as necessary.
- 2 Slip the slot on the back (near the top) of the CallPilot Mini onto the bracket.
- **3** Secure the CallPilot Mini using a screw in the lower screw hole.

Figure 2 Mounting the CallPilot Mini



# **Connecting the CallPilot Mini**

1 Open the CallPilot Mini by inserting a flat screwdriver into the slot on the right-hand side of the door and pressing the tab out of the way.

Figure 3 shows the inside of the CallPilot housing and points out the cable jacks.

**2** Connect a TCM cable to Port A and to Port B. Table 2 shows the pin out of Port A and Port B.

Table 2 Port A and Port B Pinouts

Pin number	Port A	Port B
1	no connection	no connection
2	TCM 3	TCM 4
3	TCM 1	TCM 2
4	TCM 1	TCM 2
5	TCM 3	TCM 4
6	no connection	no connection

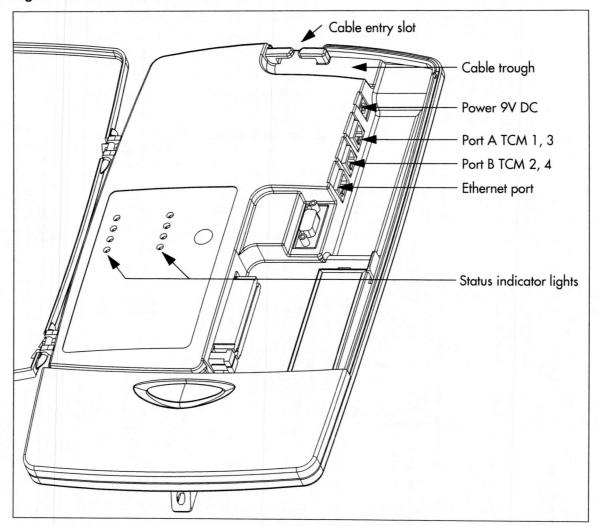
3 Connect the other end of the TCM cables to station ports on your telephone system.



**Note:** Do not connect the Ethernet cable for your LAN to the Ethernet port until you determine if the CallPilot Mini IP address is compatible with the network. For information about the default CallPilot Mini IP address and how to change the IP address, refer to "Connecting to the CallPilot Mini" on page 37.

- 4 Connect the power cable to the CallPilot Mini and the wall socket.
- **5** Run all the cables through the cable trough at the top of the CallPilot Mini.
- 6 Close the lid.

Figure 3 CallPilot Mini connections



## **CallPilot Mini LEDs**

When the CallPilot Mini starts up, the LEDs change to indicate where the CallPilot Mini is in the start up process. Table 3 shows the order in which the LEDs change and describes what each state indicates.

Table 3 LEDs during startup

LEDs	Description	Indicates
	□ 1, □ 2, □ 3 and □ 4 turn on.	Power is connected to the CallPilot Mini and the RAM test is in progress.
	■ 1, ■ 2, ■ 3 and ■ 4 turn off.	RAM test complete.
Click imag for an example.	■ 1, ■ 2, ■ 3 and ■ 4 turn on one at a time starting with ■ 1. The LEDs continue to cycle on and off in this order.	The CallPilot Mini is being upgraded.  Note: This sequence does not appear every time you restart CallPilot Mini.
Click imag for an example.	■ 1, ■ 2, ■ 3 and ■ 4 turn on in order until all of the LEDs are on. The LEDs then turn off in the same order. The LEDs continue to cycle on and off in this order.	The CallPilot Mini is booting up.
	□ 1, □ 2, □ 3 and □ 4 turn off.	The CallPilot Mini has finished booting up.  Note: The LEDs then light to indicate TCM connections as described in Table 4.

When the CallPilot Mini is operating, the LEDs indicate the operating status of the CallPilot interfaces. Table 4 describes the purpose of the LEDs.

Table 4 LEDs during operation

LED	Description	LED	Description
<b>1</b> 4	LED lights when TCM channel 4 is connected to the telephone system.	10/100	LED lights when the Ethernet connection is operating at 100 Mbit/s and blinks with Ethernet activity.
3	LED lights when TCM channel 3 is connected to the telephone system.	→ <u>;</u> ←	LED lights when the CallPilot Mini is operating.
LED lights when TCM channel 2 is connected to the telephone system.  LED lights when an connection is detect		LED lights when an Ethernet connection is detected.	
<b>1</b>	LED lights when TCM channel 1 is connected to the telephone system.		Not used in this version of CallPilot Mini.

**→** 

**Note:** If the LAN interface is disabled when you startup CallPilot Mini, the LED lights immediately, not after the CallPilot Mini is operating.



# Chapter 5 Initializing the CallPilot Mini

After you install and power up the CallPilot Mini, you need to initialize it. Initializing the CallPilot Mini sets the system parameters to their default settings and sets some global parameters. When the initialization is completed, the CallPilot Mini is operational and ready for you to begin administration programming. Refer to "Related publications" on page 11 for a list of documents that provide information about administration programming.

You initialize CallPilot Mini using CallPilot Manager.

## **About CallPilot Manager**

CallPilot Manager is an application that you access from a web browser, such as Netscape® Communicator¹ or Microsoft® Internet Explorer².



**Note:** The online Help for CallPilot Manager is best viewed in Internet Explorer. There can be some page format inconsistencies if you use other browsers.

To use CallPilot Manager, you must have a network connection to the CallPilot Mini or an Ethernet crossover cable.

<sup>1</sup> Netscape is a registered trademark and Communicator is a trademark of Netscape Communications Corporation.

<sup>2</sup> Microsoft and Windows are registered trademarks and Internet Explorer is a trademark of Microsoft Corporation.

# Configuring the Meridian 1 PBX to work with CallPilot Mini

The Meridian 1 PBX uses an ACD Queue to route calls to the CallPilot Mini.

An ACD Queue is a feature that distributes calls to available ACD Agents. For the ACD Queue used with CallPilot Mini, the Directory Number (DN) of the ACD Queue is the Voicemail DN and the CallPilot Mini ports are the ACD Agents. When a user dials the Voicemail DN, the ACD Queue routes the call to the an available CallPilot Mini port.

#### To add an ACD Queue:

1 Determine the Terminal Numbers (TN) used to connect to the CallPilot Mini. You can have a maximum of eight TNs used for the CallPilot Mini.



**Note:** Four of the TNs represent the physical lines that are connected to the CallPilot Mini. The other four TNs are the data channels of the upper TNs (TNs 16-32) that correspond the lower TNs (TNs 0-15) assigned to the CallPilot Mini.

For example, if you assign TN 4 0, TN 4 3, TN 4 5, TN 4 9 to the lines connected to the CallPilot Mini, then you must also assign TN 4 16, TN 4 19, TN 4 21 and TN 4 25 to CallPilot Mini.

- 2 Create an ACD Queue for the CallPilot Mini. Alternately, you can use the pre-assigned Meridian Mail ACD Queue. If you to use the Meridian Mail ACD Queue, delete any default ACD Agents assigned to the ACD Queue. For information about how to create an ACD Queue, refer to "Creating an ACD Queue" on page 29.
- Assign the Terminal Numbers determined in step 1 as ACD Agents for the CallPilot Mini ACD Queue. Make sure you assign all of the Terminal Numbers that are connected to the CallPilot Mini.

  For information about how to assign Agents to the ACD Queue, refer to "Assigning ACD Agents" on page 31.

# Configuring the CallPilot Mini for access to the Automated Attendant from an external number

If you are configuring the CallPilot Mini for access to the Automated Attendant from an external location, it is desirable to have the caller hear a Company Greeting before they hear Automated Attendant menu selections. Company Greetings are only played to calls that are classified as external.

To play the Company Greeting to a caller who is accessing the Automated Attendant from a DID Trunk, the ACD Directory Number assigned to CallPilot Mini must be either one of the following:

• The number in the DID Number Range that is to be used for this function. (For example, the DID Number Range is 2540 to 2549. 2544 is the Main Listed Directory Number for your customer. 2540 - 2543 and 2545 - 2549 are DID numbers to be assigned to stations. Therefore, the ACD DN created for CallPilot Mini should be 2544).

• If a number other than one in the DID Range is selected, then you must set up Incoming DID Digit Conversion to convert the Main Listed Directory Number (e.g. 2544) to the number you have assigned to the CallPilot Mini ACD Queue. (For example, set up Incoming DID Digit Conversion to Convert 2544 to 5666. Allow all other DID numbers to pass as they are dialed.)

To receive the Company Greeting when accessing the Automated Attendant from a CO trunk, you must Auto Terminate the CO Trunk Group. The Auto Terminate DN must be the number you assign to the ACD DN for CallPilot Mini. (For example, ATDN 5666 as per the examples shown in the following procedures.)



**Note:** Using Meridian 1 Night Service to direct calls to the CallPilot Mini will result in the call being classified as internal, therefore the Company Greeting would not play.

## Creating an ACD Queue

All of the steps below are performed on the Meridian 1 PBX using a terminal connection.

1 At the main prompt type, LD 23.

The following messages appear:

ACD000

MEM AVAIL: (U/P): 477336 USED: 112487 TOT: 589823

DISK RECS AVAIL: 453

ACD DNS AVAIL: 32744 USED: 23 TOT: 32767

**Note:** The numbers shown in the above messages are examples only. The numbers that appear on your display may be different.

**2** Respond to the prompts according to Table 5.

Note: For any of the prompts not listed in the table below, press the **Enter** key to accept the default value.

Table 5 Creating an ACD Queue, step 1

Prompt	Response	Comment	
REQ	NEW		
TYPE	ACD		
CUST	0		
ACDN	5666	Enter the Directory Number for this ACD Queue. In the example shown, 5666 represents the Directory Number of the ACD Queue.	
MWC	NO		
MAXP	8		
NCFW	0		

Table 5 Creating an ACD Queue, step 1 (continued)

Prompt	Response	Comment
IVR	YES	
ALOG	YES	

Respond to the prompts according to Table 6.

	Note:
<b>→</b>	accept

For any of the prompts not listed in the table below, press the Enter key to the default value.

Table 6 Creating an ACD Queue, step 2

Prompt	Response	Comment
REQ	CHG	State and the state of the stat
TYPE	ACD	
CUST	0	
ACDN	5666	Enter the Directory Number for this ACD Queue. In the example shown, 5666 represents the Directory Number of the ACD Queue.
MWC	YES	

Note: For more information about how to create and modify ACD Queues, refer to the documentation that came with your Meridian 1 PBX.

## **Assigning ACD Agents**

All of the steps below are performed on the Meridian 1 PBX using a terminal connection.

- At the main prompt type, LD 11.
- Respond to the prompts according to Table 7.

	<b>Note:</b> For any of the prompts not listed in the table below, praccept the default value.	ess the Enter key to
-	accept the default value.	

Table 7 Assigning ACD Agents

Prompt	Response	Comment	
REQ	NEW		
TYPE	2616		
TN	40	Type one of the Terminals Numbers (TNs) assigned to CallPilot Mini. The TN shown (4 0) is an example only.	
DES	AGENT1	Type a name for this agent. The name shown (AGENT1) is an example only.	
CLS	FLXA VCE WTA CNDA DNDD		
KEY 00	ACD 5666 0 5701	Type the ACD Queue number of the ACD Queue assigned to CallPilot Mini. In the example shown, 5666 is the ACD Queue number.  Type the Agent Position ID number. You can enter any unique ID number. In the example shown, 5701 is the Agent Position ID number.	
KEY 01	SCR 5801	Type the Outbound Dial DN. You can use any unique DN. In the example shown, 5801 is the Outbound Dial DN.	
KEY 02	AO3		
KEY 03	TRN		
KEY 04	NRD		
KEY 05	MIK		
KEY 06	MCK		

Note: For more information about how to add agents to an ACD Queue, refer to the documentation that came with your Meridian 1 PBX.

## **Enabling the Call Forward on Busy message**

When a caller dials a CallPilot Mini user that is busy on another call, the caller is forwarded to the user's mailbox. The caller will also hear a message stating that the user is on the phone, if you ensure that the Hunt prompt in LD 95 is set to **B**.

All of the steps below are performed on the Meridian 1 PBX using a terminal connection.

- 1 At the main prompt type, LD 95.
- 2 Respond to the prompts according to Table 8.

г	_	-	_
ı			
1		d	•
г	_	7	

**Note:** For any of the prompts not listed in the table below, press the **Enter** key to accept the default or current value.

Table 8 Assigning ACD Agents

Prompt	Response	Comment
REQ	NEW	
TYPE	CPND	
HUNT	В	This is the default value for this prompt.

#### Scheduled Block (SCB)

Do not configure the Scheduled Block feature on the Meridian 1 PBX.

## **Database requirements for Incoming DID Digit Conversion**

The following information replaces the information about the feature Incoming DID Digit Conversion in NTP Section 553-3001-306 – Software Features Guide.



Note: The following inputs are samples only; they most likely will differ for your specific configuration.

All of the steps below are performed on the Meridian 1 PBX using a terminal connection.

- At the main prompt type, LD 15.
- Respond to the prompts according to Table 9.

**Table 9** Specify the maximum number of incoming Digit Conversion trees allowed

Prompt	Response	Comment	
REQ	CHG	Change	
TYPE	CDB FCR_DATA	Customer Data Block New Flexible Code Restrictions Option	
CUST	0-99 0-31	Customer number For Option 11C	
- NFCR	(NO) YES	(Disable) Enable New Flexible Code Restriction (NFCR)	
- MAXT	1-255	Maximum number of NFCR trees	
- IDCA	(NO) YES	(Disable) Enable IDC	
- DCMX	1-255  Maximum number of IDC tables  Note: The sum of the values for MAXT and DCMX cannot exper customer.		

Print Customer Data Block - Overlay 21

REQ prt TYPE FCR FCR DATA NFCR YES MAXT 1 OCB1 255 OCB2 255 OCB3 255 **IDCA YES** DCMX 1

3 At the main prompt type, LD 49.

4 Respond to the prompts according to Table 10.

**Table 10** Create IDC tables to convert incoming DID digits by specifying the IDC tree and customer numbers

Prompt	Response	Comment			
REQ	NEW	Create tables			
TYPE	IDC	IDC tables			
CUST	0-99	Customer number as defined in LD 15			
	0-31	For Option 11C			
DCNO	0-254	IDC tree number			
IDGT	0-9999 0-9999	DN or range of DNs to be converted			
		Examples:			
		To convert the external DN 3440 to 510, enter:			
		Prompt Response			
		IDGT 3440			
		3440 510			
		To convert the external DNs in the range 3440-3465, enter:			
		Prompt Response			
		IDGT 3440 3465			
		3440 444			
		3441 445			
		3465 469			

Print Incoming DID Digit Conversion Data Block - Overlay 49

REQ prt TYPE idc CUST 0

DCNO 0 IDGT CDGT 2544 5666

5 At the main prompt type, LD 16.

Respond to the prompts according to Table 11.

Table 11 Enable digit conversion for required DID trunk routes

Prompt	Response	Comment	
REQ	CHG	Change	
TYPE	RDB	Route Data Block	
CUST	0-99 0-31	Customer number as defined in LD 15 For Option 11C	
ROUT	0-511 0-127	Route number For Option 11C	
IDC	YES	Use digit conversion for this route	
- DCNO	0-254	IDC tree number	
- NDNO	0-254	IDC conversion table for Night mode	
- DEXT	(NO) YES	(Do not) Allow Digit Display	

#### Print Route Data Block (for DID Route) - Overlay 21

REQ prt TYPE rdb CUST 0 ROUT 1

TYPE RDB CUST 00 **DMOD** ROUT 1 DES DMS **TKTP DID** 

**IDC YES** DCNO 0 NDNO 0 \* **DEXT NO** 

# Initializing CallPilot Mini using CallPilot Manager

To initialize CallPilot Mini using CallPilot Manager you need to:

- determine if your computer meets the CallPilot Manager requirements
- connect to the CallPilot Mini
- · run the Quick Install Wizard

#### Computer requirements for CallPilot Manager

You access CallPilot Manager using a web browser on a computer that is connected to the CallPilot Mini.

#### Computer requirements

The computer you use to access CallPilot Manager must be compatible with Microsoft® Windows® and capable of running your web browser.

#### **Browser requirements**

To use CallPilot Manager, you must have one of the following browsers:

- Netscape Communicator 4.5 or later
- Microsoft Internet Explorer 4.0 or later



Note: CallPilot Manager does not support Netscape 6.0.

## Connecting to the CallPilot Mini

To connect to the CallPilot Mini, you need the IP address of the CallPilot Mini and a connection to the network that the CallPilot Mini is on.

The default IP address for CallPilot Mini is 192.168.110.10.

If the default IP address is compatible with your network, you can connect the LAN cable to the Ethernet port on the CallPilot Mini and proceed to "Running the Quick Install Wizard" on page 41.

If the default IP address is not compatible, you must change the IP address before you connect the CallPilot Mini to the network. You can change the IP address using a serial cable or an Ethernet crossover cable (direct PC connection).



**Note:** If you are unsure if the default IP address is compatible, contact your network administrator.

#### Changing the IP address using a serial cable

If you are going to change the IP address using a serial cable, you need a:

- serial cable
- VT100-compatible terminal or a computer that has a VT100 compatible terminal emulation program such as HyperTerminal
- Note: The serial port is intended for temporary connections only. After you have finished changing the IP address, remove the serial cable and close the CallPilot Mini door. Failure to remove the serial cable may result in a non-compliant EMC configuration.
- Note: A serial cable is available as a separately available part. For information about obtaining a serial cable, contact your Nortel Networks supplier.

#### CallPilot Mini serial port

The following table shows the pin out for the CallPilot Mini serial port.

 Table 12
 CallPilot Miniserial port pinout

	Pin	Signal	Pin	Signal
	1	No connection	6	No connection
1 2 3 4 5	2	Serial data in (RX)	7	No connection
••••	3	Serial data out (TX)	8	No connection
6 7 8 9	4	No connection	9	No connection
0 / 8 9	5	Ground		



**Note:** The location of the transmit (TX) and receive (RX) pins on your terminal can vary. Refer to your terminal or computer documentation to confirm pin locations.

#### Configuring the terminal

The terminal or terminal emulation program you use must be VT100 compatible and must support the ASCII Character set. If the terminal does not support the ASCII Character set, the text displays incorrectly.

You must configure your terminal to the following communications parameters:

- 9600 bits per second
- 8 data bits
- no parity
- 1 stop bit
- · no flow control

For information about how to set these parameters, refer to the documentation for your terminal or terminal emulation program.

#### Changing the IP address using the terminal

To change the IP address:

- 1 Attach the serial cable to the serial port on the CallPilot Mini. For information about the location of the serial port, refer to Figure 3 on page 25.
- 2 Attach the other end of the cable to the serial port on the terminal or computer.
- **3** Ensure that your terminal or computer is powered up.
- 4 If you are using a computer, start your terminal emulation program.
- **5** Remove power from the CallPilot Mini.

	Note: Steps 5 and 6 are used to force the CallPilot Mini to reboot. You can change the	e
-	<b>Note:</b> Steps 5 and 6 are used to force the CallPilot Mini to reboot. You can change the IP address only while the CallPilot Mini is booting up.	

**6** Reconnect power to the CallPilot Mini.

The prompt To change any of this, press any key within 2 seconds appears.

**Note:** It will take approximately one minute for this prompt to appear.

**7** Press the **Enter** key.



**Note:** If you do not press a key within 2 seconds of this prompt appearing, repeat steps 5 and 6.

The prompt (M) odify any of this or (C) ontinue? appears.

**8** Press the **M** key and press the **Enter** key.

The prompt Do you want a LAN interface? appears.

**9** Press the **Y** key and press the **Enter** key.

The prompt This board's LAN IP Address (0.0.0.0 = RARP) appears.

**10** Type the IP address for the CallPilot Mini in a valid dotted format and press the **Enter** key. The prompt Subnet mask for LAN (0 for none) appears.

- 11 Type the Subnet Mask for the CallPilot Mini in a valid dotted format and press the Enter key. The prompt Should there be a default gateway for packet routing? appears.
- 12 If the CallPilot Mini needs a next hop router, press the Y key and press the Enter key. If the CallPilot Mini does not need a next hop router, press the N key, press the Enter key and go to step 15.

The prompt IP address of default gateway? appears.

- 13 Type the IP address of the next hop router in a valid dotted format and press the Enter key.
- 14 Press the Enter key until the following prompt appears.

(M) odify any of this or (C) ontinue?

- 15 Press the C key and press the Enter key.
- **16** Connect the LAN cable to the Ethernet port on the CallPilot Mini.

You can now initialize the CallPilot parameters. For information about how to initialize the CallPilot, refer to "Running the Quick Install Wizard" on page 41.

#### Changing the IP address using an Ethernet crossover cable

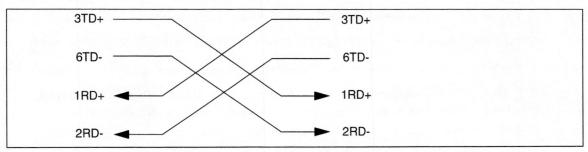
Using an Ethernet crossover cable, you can connect the CallPilot Mini to your computer. With this connection, you can use CallPilot Manager to change the CallPilot Mini IP address before you connect it to the network.



**Note:** If you do not have access to the CallPilot Mini through the network, you can use an Ethernet crossover cable to configure all of the CallPilot Mini parameters.

To use an Ethernet crossover cable, your computer must be equipped with a 10/100 BaseT Ethernet card and support TCP/IP protocol. Figure 4 shows the connections required.

Figure 4 Ethernet crossover cable



**→** 

**Note:** An Ethernet crossover cable is available as a separately available part. For information about obtaining an Ethernet crossover cable, contact your Nortel Networks supplier.

#### Connecting the Ethernet crossover cable

- 1 Shut down the computer.
- 2 Attach one end of the Ethernet crossover cable to the Ethernet port on the CallPilot Mini.
- 3 Connect the other end of the cable to the network interface card on your computer.
- 4 Start the computer.
- 5 Use the Quick Install Wizard to initialize the CallPilot Mini.

For information about how to use the Quick Install Wizard, refer to "Running the Quick Install Wizard" on page 41.

#### **Running the Quick Install Wizard**

The Quick Install Wizard appears the first time you startup CallPilot Manager. The Quick Install Wizard is a single page that gathers enough information to set up a working system. It then applies the information and restarts the system.

You can reach CallPilot Manager from another computer through a LAN connection, WAN/ Internet connection or an Ethernet crossover cable. All of these methods create an IP connection that allows you to run CallPilot Manager.

Use the following procedure to run the Quick Install Wizard:

- Launch your browser.
- 2 In the URL address box, type the CallPilot Mini IP address. For example: HTTP://192.168.110.10



Note: You must include HTTP:// to access CallPilot Manager.

The Quick Install Wizard screen appears. Depending on your system, this can take several minutes to appear.

Configure the Quick Install parameters for a CallPilot Mini according to Table 13.

Table 13 Quick Install Wizard parameters for a CallPilot Mini

Field name	Description	
IP Address	Enter the IP Address or Fully Qualified Domain Name (FQDN) for the CallPilot Mini. If you do not know the IP Address or FQDN, contact your network administrator.	
	This is the IP Address or FQDN you will use to access the CallPilot Mini using CallPilot Manager.	
	Changes to the IP Address take effect when you reboot the CallPilot Mini.	
	If this is a re-install, the IP Address shows the current settings, not the factory default.	
	Warning: If you enter an FQDN in the IP Address box, you must ensure that the FQDN for the CallPilot Mini is in the same subnet as is specified by the Subnet Mask and the Default Gateway IP address. If you enter an FQDN that is not in the same subnet, you may cause the CallPilot Mini to continuously reboot. To correct this problem, use the serial interface to change the IP address of the CallPilot Mini. For more information, refer to "Changing the IP address using a serial cable" on page 37.	
Subnet Mask	Enter the Subnet Mask for the CallPilot Mini. If you do not know the Subnet Mask, contact your network administrator.  Changes to the Subnet Mask take effect when you reboot the CallPilot Mini.  If this is a re-install, the Subnet Mask shows the current settings, not the factory default.	

Field name	Description		
Primary DNS	Enter the IP Address of the Primary DNS server that CallPilot Mini uses. If you do not know the IP Address, contact your network administrator.		
	The Primary DNS server allows you to use domain names, such as www.nortelnetworks.com, instead of IP addresses when accessing a site.		
	<b>Note</b> : If you do not use DNS, leave this box blank. CallPilot applications, such as Digital Networking, can use a DNS server even if you leave this box blank.		
Secondary DNS	Enter the IP Address of the Secondary DNS server that CallPilot Mini uses. If you do not know the IP Address, contact your network administrator.		
	CallPilot Mini uses the Secondary DNS server if it cannot contact the Primary DNS server or if the domain name is not listed in the Primary DNS server.		
	<b>Note</b> : If you do not use DNS, leave this box blank. CallPilot applications, such as Digital Networking, can use a DNS server even if you leave this box blank.		
Default Gateway	Enter the IP Address of the default next-hop router. If you do not know the IP Address, contact your network administrator.		
	Note: If you do not require a next-hop router, leave this box blank.		
Digits per Extension			
Attendant DN	Enter the directory number of the attendant. You can enter a number from 1 to 7 dig		
Primary Language	Select the default language that is used for voice prompts, text messages, and the Auto-Attendant.		
	You can change the language of individual mailboxes by assigning a different Class of Service to those mailboxes.		
Country	Select the country in which the CallPilot Mini is installed.		
	The country you select determines several country specific settings such as the telephone number length, mailbox login sequence and Call Progress Tone Detection. You must select the country that the CallPilot Mini is in to ensure proper operation.		
	The default country is North America.		
Companding Type	Select the companding law that is used by your Meridian 1 switch and the public switched telephone network.		
	You can select A-Law or M-Law.		
Mailbox Keycode	If you have purchased additional mailboxes for CallPilot, enter the keycode you received with your mailbox package.		
	If you have not purchased additional mailboxes, leave these boxes empty.		
	Use these boxes only for the keycode for additional mailboxes. Do not enter the keycode that enables the basic voicemail application.		
From Extension	Enter the extension number of the first telephone in a range of telephones you want to create a mailbox for.		
	A mailbox is created for this telephone and for all of the telephones up to the extension number you enter in the To Extension box.		
	The mailboxes are named according the set name of the telephone and assigned Class of Service 1.		

Field name	Description
To Extension	Enter the extension number of the last telephone in a range of telephones you want to create a mailbox for.
	The extension number you enter in this box must be the same or higher than the extension number you enter in the From Extension box.
Outdial Method	Select the outdial method you want to assign to the mailboxes created using the From Extension and To Extension boxes. You can choose None, Line, Pool or Route.
	If you select <b>None</b> , no outdial method is assigned to the mailboxes.
	If you select Route, a route is assigned as the Outdial Method for the mailboxes.

- 4 Click the **Install** button.
- 5 Reboot the CallPilot Mini.

You can now start programming the CallPilot parameters. For information about how to program CallPilot, refer to the *CallPilot Manager Set Up and Operation Guide*.



**Note:** If you have changed any of the IP addresses or the Subnet Mask, you must reboot the CallPilot Mini before you start programming the CallPilot parameters.

# Chapter 6 Language Configuration Utility

The CallPilot Mini has two languages available for text and voice prompts. The Language Configuration Utility allows you to change the two languages that are available.

The computer you use to run the Language Configuration Utility must be compatible with Microsoft® Windows® and have a network connection to the CallPilot Mini.

# Changing the languages available

To change the available languages:

- 1 Load the CallPilot CD in the CD-ROM drive of your computer.
- 2 Open the CD folder and open the **Optional Software** folder.
- 3 Open the Language Utility folder.
- 4 Double click the **CallPilotLangConfig.exe** file. The CallPilot Language Configuration screen appears.
- 5 Select the Server name option or the Server IP Address option.
- 6 If you selected the **Server name** option, enter the fully qualified domain name for the CallPilot Mini.

If you selected the **Server IP Address** option, enter the IP address of the CallPilot Mini in standard dotted format.

7 Click the Next button.

The Language Configuration Utility attempts to connect to the CallPilot Mini. If the connection is successful, the Language Selection options appear.

- 8 Click the **Specify the language to remove** drop list. The two languages available on the CallPilot Mini appear.
- **9** Click the language you want to remove.
- **10** Click the **Specify the language to install** drop list. The languages available to install appear.
- 11 Click the new language you want to install on the CallPilot Mini.
- **12** Click the **Browse** button. The Save As dialog box appears.
- **13** Move to the location where the language you want to install is located and click on the language file.
- 14 Click the OK button.

The Summary information screen appears.

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- **15** Check the information that appears on this screen.
  - If the information is correct, click the Finish button.
  - If the information is not correct, click the **Back** button and correct the information before proceeding.
  - A dialog box appears when the language change is completed.
- 16 Click the OK button.
- 17 If you want to change the second language, repeat steps 4 to 16 for the second language.
- **18** Reboot the CallPilot Mini by removing the power cable from the CallPilot Mini, waiting 30 seconds and then reconnecting the power cable.

# Chapter 7 Password administration

## Resetting passwords

This section identifies each type of CallPilot password and how to reset it if the owner forgets it.

#### Resetting the system administrator password

This is the password the system administrator uses to reach the administrative functions, including resetting other passwords. The default is 0000. The system makes the users reset their passwords the first time they access their mailboxes through the telephone interface.

Use this procedure to reset the system administrator password:

- 1 Dial in to CallPilot system.
- 2 Ask the CallPilot Attendant to transfer you, or use the Automated Attendant to transfer yourself, to the General Delivery Mailbox.
- 3 Log on to the General Delivery Mailbox using the general delivery mailbox number and password.
- 4 Press 8 0 8.
- 5 Press 7 3 7 3 8 7 6 7 7 9 3 (RESETSMPSWD).

#### **Resetting the Mailbox passwords**

The Mailbox password allows users to access their mailbox.

#### Resetting the password using CallPilot Manager

- 1 Log on to CallPilot Manager.
- 2 Click the Mailbox Administration heading.
- 3 Click the Change/Delete Mailbox link.
- **4** Click the **Reset Password** link by the mailbox for which you are resetting the password. A confirmation dialog box appears.
- 5 Click the OK button.

The password resets to 0000.

## Resetting the Modem access password

This password is used to access CallPilot over a dialup connection.

- 1 Log on to CallPilot Manager.
- 2 Click the Configuration heading.
- 3 Click the Access Passwords link.
- 4 Enter a new password into the Modem Access box.
- **5** Enter the password again in the **Confirmation** box.
- 6 Click the Submit button.



**Note:** The Modem access password cannot be the same as the System Administrator password.

# Chapter 8 Backing up and restoring CallPilot

Using the CallPilot tools, you can:

- back up CallPilot information
- restore CallPilot information
- · retrieve the CallPilot log files

To use these features, you must install the CallPilot Backup and Restore Utility on your computer.



**Note:** You must have Windows 95 or later installed on your computer to run the CallPilot Backup and Restore Utility.

# Installing the CallPilot Backup and Restore Utility

To install the CallPilot Backup and Restore Utility:

- 1 Load the CallPilot CD in the CD-ROM drive of your computer.
- 2 Open the CD folder and open the **Optional Software** folder.
- 3 Open the BRU Utility folder.
- 4 Copy the file CallPilotBRU.exe to a folder on your computer.
- 5 Remove the CallPilot CD from your computer.

# **Backing up the CallPilot information**

Backing up the CallPilot information is a method of protecting your CallPilot programming, voice messages and greetings. When you back up CallPilot, you make a copy the CallPilot information and store it in a directory on your computer. If your CallPilot Mini must be replaced or loses its programming, you can restore this back up information to your CallPilot Mini.



**Note:** Nortel Networks recommends that you perform a back up after you have completed your initial programming. We also recommend that you back up on a regular basis to save new programming, greetings and voice messages.

You must install the CallPilot Backup and Restore Utility on the computer you are using to back up the CallPilot information.

Before you backup the CallPilot information, make sure you have enough disk space available on the disk you are using to store the backup information. Table 14 shows the maximum amount of disk space required for each backup.

Table 14 Maximum disk space required to backup CallPilot Mini

Type of CallPilot system	Maximum disk space required	
CallPilot Mini	85 MB	
CallPilot Mini (with optional message storage upgrade)	180 MB	



**Caution:** Do not use CallPilot Manager to perform any administrative tasks while a backup is in progress. If you use CallPilot Manager to make a change during a backup, the CallPilot Mini can become corrupted and inoperable.

To help prevent other people from making changes during a backup, inform anyone with administrative privileges that you are doing a backup and that they should not access CallPilot Manager until the backup is completed.

To back up the CallPilot information:

- 1 Start your web browser.
- **2** Log on to CallPilot Manager.
- 3 Click the **Operations** heading.
- 4 Click the Backup/Restore link.
- 5 Click the **Proceed** button.



**Note:** When you click the Proceed button to start a back up, the CallPilot Mini shuts down and drops all of the users accessing CallPilot. This includes users accessing their mailboxes and callers leaving a message.

Make sure that there is no one using the CallPilot Mini before you start the back up.

**6** Close your web browser window.



Note: To ensure proper operation, you must close the web browser window.

- 7 If you have a connection to the CallPilot Modem, make sure you disconnect the modem before starting the CallPilot Backup and Restore Utility.
- **8** Create a directory on your computer where you want to store the CallPilot information.
- **9** Start the CallPilot Backup and Restore Utility (CallPilotBRU.exe). The CallPilot Backup/Restore Utility screen appears.

- 10 Click the Backup option.
- 11 In the Local Folder box, enter the path name of the directory on your computer in which you want to store the CallPilot information.
- 12 In the CallPilot Mini hostname or IP addresses box, enter the host name or IP address of the CallPilot Mini you want to backup.
- 13 Click the OK button. A confirmation dialog box appears.
- **14** If the information on the confirmation dialog is correct, click the **Continue** button. If the information is not correct, click the Cancel button and repeat steps 10 to 12.

A dialog box appears when the backup is completed.

- 15 Click the Continue button.
- 16 Reboot the CallPilot Mini.

# **Restoring the CallPilot information**

If your CallPilot Mini has been replaced or has lost its programming information, you can restore the CallPilot programming, greetings and voice messages from a previous back up.



Note: You must have a back up of the CallPilot information stored on your computer to perform a restore.

You must install the CallPilot Backup and Restore Utility on the computer you are using to restore the CallPilot information.



**Caution:** Do not use CallPilot Manager to perform any administrative tasks while a restore is in progress. If you use CallPilot Manager to make a change during a restore, the CallPilot Mini can become corrupted and inoperable.

To help prevent other people from making changes during a restore, inform anyone with administrative privileges that you are doing a restore and that they should not access CallPilot Manager until the restore is completed.



**Note:** Check the Country and Language settings on the CallPilot Mini before starting the Restore. The Country and Language settings must be the same as the backup CallPilot information you are restoring.

If the Country setting is different than the backup, use CallPilot Manager to change the country to match the backup CallPilot information. For information about how to change the Country settings, refer to the CallPilot Manager Set Up and Operation Guide.

If the Language settings are different than the backup, use the Language Configuration Utility to change the languages to match the backup CallPilot information. For information about how to use the Language Configuration Utility, refer to "Language Configuration Utility" on page 45.

#### To restore the CallPilot information:

- 1 Start your web browser.
- 2 Log on to CallPilot Manager.
- **3** Click the **Operations** heading.
- 4 Click the Backup/Restore link.
- 5 Click the **Proceed** button.



**Note:** When you click the Proceed button to start a restore, the CallPilot Mini shuts down and drops all of the users accessing CallPilot. This includes users accessing their mailboxes and callers leaving a message.

Make sure that there is no one using the CallPilot Mini before you start the restore.

6 Close your web browser.



**Note:** To ensure proper operation, you must close the web browser window.

- 7 If you have a connection to the CallPilot Modem, make sure you disconnect the modem before starting the CallPilot Backup and Restore Utility.
- 8 Start the CallPilot Backup and Restore Utility (CallPilotBRU.exe). The CallPilot Backup/Restore Utility screen appears.
- 9 Click the **Restore** option.
- 10 In the Local Folder box, enter the path name of the directory on your computer in which the CallPilot backup information is stored.
- 11 In the CallPilot Mini hostname or IP addresses box, enter the host name or IP address of the CallPilot Mini to which you want to restore information.
- **12** Click the **OK** button. A confirmation dialog box appears.

- 13 If the information on the confirmation dialog is correct, click the Continue button. If the information is not correct, click the Cancel button and repeat steps 9 to 11.
  - A dialog box appears when the restore is completed.
- 14 Click the Continue button.
- 15 Reboot the CallPilot Mini.

# **Retrieving the CallPilot log files**

The CallPilot log files are a tool used by your Nortel Networks representative to help diagnose a CallPilot problem.



**Note:** The information in the log files is intended for Nortel Networks service representatives. You will need the assistance of a service representative to interpret the information contained in these files.

You must install the CallPilot Backup and Restore Utility on the computer you are using to retrieve the log files.

#### To retrieve the CallPilot log files:

- 1 Create a directory on your computer where you want to store the CallPilot log files.
- 2 If you have a connection to the CallPilot Modem, make sure you disconnect the modem before starting the CallPilot Backup and Restore Utility.
- 3 Start the CallPilot Backup and Restore Utility (CallPilotBRU.exe). The CallPilot Backup/Restore Utility screen appears.
- 4 Click the Log Files option.
- 5 In the Local Folder box, enter the path name of the directory on your computer in which you want to store the CallPilot Log Files.
- 6 In the CallPilot Mini hostname or IP addresses box, enter the host name or IP address of the CallPilot Mini from which you want to retrieve the log files.
- 7 Click the OK button.A confirmation dialog box appears.
- 8 If the information on the confirmation dialog is correct, click the **Continue** button. If the information is not correct, click the **Cancel** button and repeat steps 4 to 7.
  - A dialog box appears when the Log files have been copied onto your computer. It will take several minutes to copy the CallPilot log files to your computer.
- 9 Click the OK button.

# Chapter 9 Upgrading CallPilot Mini

This section describes how to upgrade the CallPilot Mini. You can upgrade:

- the CallPilot software
- the message storage

# **Upgrading the CallPilot software version**

Make sure that there is no one using the CallPilot Mini before you start the upgrade.

- 1 Nortel Networks recommends that you backup your CallPilot information before you upgrade the CallPilot software. For information about how to backup CallPilot, refer to "Backing up the CallPilot information" on page 49.
- 2 Put on an anti-static strap and connect it to a grounded metal object.
- 3 Unplug the power connector from the CallPilot Mini.
- 4 Insert the upgrade cartridge in the top PCMCIA slot.

For the location of the PCMCIA slots, refer to Figure 1 on page 18.



**Caution:** The upgrade cartridge must be inserted in the top PCMCIA slot. If the upgrade cartridge is inserted in the bottom PCMCIA slot, your current software overwrites the upgrade cartridge and all of your programming is lost. Contact your Nortel Networks Service Representative for assistance.

**Caution:** Never install the upgrade cartridge or the feature cartridge in any device other than the CallPilot Mini. These cartridges can be corrupted by inserting them in other devices.

**5** Restore power to the unit.

The CallPilot Mini starts up. During the start up, the LEDs turn on and off in the following sequence:

- LEDs 1 to 4 light for approximately 20 seconds
- LEDs 1 to 4 turn off for approximately 25 seconds
- 6 The CallPilot Mini copies the files from the upgrade cartridge to the feature cartridge. During the upgrade, the LEDs turn on and off in the following sequence:
  - LEDs 1 to 4 cycle on and off, one at a time, for approximately 8 to 10 minutes
  - LEDs 1 to 4 turn off for approximately 40 seconds
  - some or all of the LEDs 1 to 4 may light to indicate TCM connections to the CallPilot on these ports
- 7 Wait until the -- LED turns on.

- 8 Unplug the power connector from the CallPilot Mini.
- **9** Press the eject button on the top PCMCIA slot to remove the upgrade cartridge.



**Note:** When removing the upgrade cartridge, be careful not to dislodge the feature cartridge in the bottom slot. If the feature cartridge becomes dislodged, ensure it is fully inserted before you restore power.

10 Restore power to the CallPilot Mini.

The CallPilot Mini will reboot. At this point it begins any necessary conversions.

11 If necessary, you can restore your CallPilot information. For information about how to restore the CallPilot information, refer to "Restoring the CallPilot information" on page 51.

# Upgrading the message storage

Message storage is the amount of memory available on your CallPilot system to store greetings and voice mail messages. You can upgrade the message storage on your CallPilot Mini from 59 hours to 82 hours.

To upgrade the message storage, you replace the existing feature cartridge with the expanded memory feature cartridge. Contact your Nortel Networks sales representative for information on how to obtain an expanded memory feature cartridge.

To upgrade the message storage:

- **1** Backup your CallPilot information. For information about how to backup CallPilot, refer to "Backing up the CallPilot information" on page 49.
- 2 Put on an anti-static strap and connect it to a grounded metal object.
- 3 Unplug the power connector from the CallPilot Mini.
- 4 Press the eject button on the bottom PCMCIA slot to remove the feature cartridge.
- 5 Insert the new feature cartridge into the bottom PCMCIA slot.
  For the location of the PCMCIA slots, refer to Figure 1 on page 18.

Connect power to the CallPilot Mini.

The CallPilot Mini will reboot.



**Note:** A correct reboot of the CallPilot Mini is indicated by the following LED sequence:

- LEDs 1 to 4 light for approximately 20 seconds
- LEDs 1 to 4 turn off for approximately 25 seconds
- LEDs 1 to 4 blink rapidly for approximately 30 seconds
- LEDs 1 to 4 turn off for approximately 50 seconds
- some or all of the LEDs 1 to 4 may light to indicate TCM connections to the CallPilot on these ports
- LED lights to indicate that CallPilot is operating normally

If the CallPilot Mini does not reboot, make sure the feature cartridge is in the bottom PCMCIA slot and is properly seated. If the feature cartridge is not inserted properly, disconnect the power from the CallPilot Mini, insert the feature cartridge in the bottom slot and restore power.

- 7 Use CallPilot Manager to change the Country setting to the country that was selected before the upgrade. For information about how to change the Country settings, refer to the CallPilot Manager Set Up and Operation Guide.
- 8 Use the Language Configuration Utility to change the Languages settings to the languages that were selected before the upgrade. For information about how to use the Language Configuration Utility, refer to "Language Configuration Utility" on page 45.
- Restore your CallPilot information. For information about how to restore the CallPilot information, refer to "Restoring the CallPilot information" on page 51.

# Chapter 10 Troubleshooting

#### Introduction

Troubleshooting CallPilot Mini problems involves determining the symptoms and diagnosing the cause of the problem.

A problem can be the result of more than one component failure. Diagnosing a CallPilot Mini problem involves isolating the cause, and determining whether the malfunction involves a failed hardware component or the CallPilot Mini software configuration.

**Important**: After you have determined the cause of the problem, and corrected the problem by replacing a component or changing the software configuration parameters, you must test the CallPilot Mini.

# **Diagnosing problems**

A malfunctioning CallPilot Minican be caused by a faulty component or the CallPilot Mini software configuration. The following sections describe the symptoms that occur when CallPilot Mini malfunctions. The symptoms are described first, followed by the procedures to confirm and correct the problem.

#### The RS-232 terminal cannot communicate with CallPilot Mini

Communication problems appear as garbled text or a blank screen. You need to determine if the problem is a communication problem, or if CallPilot Mini is not working at all.

- 1 Ensure the RS-232 terminal communication parameters are set to 9600 baud/ 8 data bits/1 stop bit/no parity/no flow control. For instructions about setting these parameters, refer to the manual supplied with the terminal.
- **2** Check the RS-232 cable. Ensure it is connected to the serial port on CallPilot Mini and to the serial port on the terminal.
- **3** Reset the terminal (or terminal emulation software).
- 4 On the RS-232 cable, use a multi-tester to check the continuity of the pins:
  - pin 2 pin 2
  - pin 3 pin 3
  - pin 7 pin 7

If any check fails, replace the cable.

- **5** Use a different terminal.
- 6 If there is still a problem, reboot the CallPilot Mini system. If there is no improvement call your support line.

#### CallPilot Mini does not function at all

CallPilot Mini is not functioning when there is no response from the terminal.

1 Check the LEDs.

If LED 1 is blinking quickly, the Bootloader has encountered an error. Check that the Feature Cartridge is installed in the bottom PCMCIA slot.

If LED ■ 1 and LED ■ 2 are blinking quickly, the Power-on Diagnostics have failed. Refer to "The Power-on Diagnostics fail" on page 60.

#### 2 Check to ensure the:

- TCM port is connected to the CallPilot Mini
- Power Indicator light is lit
- power supply cord is plugged into the AC socket
- power supply cord is connected to the CallPilot Mini module
- CallPilot Mini module is getting power from the AC socket
- 3 Unplug the module and open the front cover. Remove the feature cartridge and then re-insert it. Make sure the feature cartridge is fully inserted in the slot.
- 4 Close the front cover and plug in the module.

#### The Power-on Diagnostics fail

When LEDs ■ 1 and ■ 2 blink quickly, it indicates a Power-on Diagnostics fail. For information about other LED error codes, refer to "CallPilot Mini LEDs" on page 26.

One of the following two components could be the cause of the problem: the power supply or the CallPilot Mini. To correct the problem:

- 1 Measure the power supply voltage. If the voltage is out of specifications, replace the power supply and retest the system.
  - The power supply provides 9 VDC.
- 2 If the power supply is within specifications, replace the CallPilot Mini, then reprogram and test the system.

#### Cannot access CallPilot Manager

If you cannot access CallPilot Manager, do the following:

- 1 Wait until LED turns on before attempting to access CallPilot Manager. If LED does not turn on, refer to "LED 6 does not turn on after CallPilot Mini has finished starting up" on page 62.
- 2 Make sure that the IP address, subnet mask and default gateway settings are correct.

3 Make sure another device is not using the CallPilot Mini IP address. To test this, disconnect the CallPilot Mini from the network and use a computer on the network to ping the CallPilot Mini IP address. If another device answers the ping, the CallPilot Mini IP address is being used by another device.

#### CallPilot Mini fails during a start up

If the CallPilot Mini fails during a start up, do the following:

- Remove power from the CallPilot Mini.
- 2 Check that the Software Cartridge is properly seated in the Compact Flash Adapter.
- 3 Check that the Compact Flash Adapter is properly seated in the CallPilot Mini.
- Restore power to the CallPilot Mini.

#### General Delivery Mailbox greeting plays when you dial the Voicemail DN on CallPilot Mini

You must reboot the CallPilot Mini after using the Quick Install Wizard. This ensures the CallPilot Mini is using the correct Voicemail DN.

#### All of the mailboxes disappear after a software upgrade

If the upgrade cartridge is inserted in the bottom PCMCIA slot, your current software overwrites the upgrade cartridge and all of your programming is lost. Contact your Nortel Networks Service Representative for assistance.

## Time on the CallPilot Mini does not match the time on the telephone system

When you change the time on the telephone system, it can take up to 10 minutes for the time on the CallPilot Mini to change.

## LED error messages

CallPilot Mini uses the LEDs to indicate an error message.

#### LED 1 is blinking quickly

If LED 1 is blinking quickly, the Bootloader has encountered an error.

1 Make sure the feature cartridge is in the bottom PCMCIA slot and it is seated properly.

#### LED 1 and LED 2 are blinking quickly

If LED ■ 1 and LED ■ 2 are blinking quickly, the Power-on Diagnostics have failed. Refer to "The Power-on Diagnostics fail" on page 60.

#### LEDs 1 to 4 turn on at power up but do not briefly turn off during start up

LEDs 1 to 4 turn off briefly during the start up process. If these LEDs do not turn off briefly, the hardware initialization has failed. Refer to "The Power-on Diagnostics fail" on page 60.

# One or more of LEDs 1 to 4 do not turn on after CallPilot Mini has finished starting up

LEDs 1 to 4 indicate the lines that are connected to the telephone system. If any of these LEDs are off, the LED number indicates the line number that is not connected to the telephone system. If the lines are supposed to be connected to the telephone system:

- 1 Check the wiring between the telephone system and the CallPilot Mini.
- 2 Make sure the wiring between the telephone system and the CallPilot Mini is less than 15 meters (50 feet) long.

#### LED 6 does not turn on after CallPilot Mini has finished starting up

If LED does not turn on a few minutes after CallPilot Mini has finished starting up, the application has failed to start. Refer to "CallPilot Mini does not function at all" on page 60.

# Appendix A Modem Access

When there is no access to the CallPilot Mini using a LAN connection or the serial port, you can use the modem to access to CallPilot Mini.



**Note:** Although you can access CallPilot Manager using the modem, Nortel Networks recommends you use a LAN connection or an Ethernet crossover cable to access CallPilot Manager.

Modem access is intended for Nortel Networks support personnel and CallPilot Mini distributors.



**Caution:** The CallPilot modem uses three voice channels when connected to the support computer. Nortel Networks recommends that you do not use the modem during peak use times.

Do not connect the support computer modem to an internal (extension) line.

# Configuring your computer to access the CallPilot modem

To configure your computer to access the CallPilot modem, you must:

- connect a telephone to your computer modem
- create a Dial-Up Networking connection
- install the Nortel Networks Modem Configuration Utility

# Connecting a telephone to your computer modem

In order to access the CallPilot modem, you need a telephone connected to your computer modem. You use this telephone to log in to the System Administrator mailbox on the CallPilot system. From this mailbox you can access the CallPilot modem.



**Caution:** Connect only an analog telephone to your computer modem. Do not connect a Meridian digital telephone to your computer modem.

If your computer has a modem with two telephone cable connectors, connect the telephone to the jack designated for a telephone. If you are unsure which connector is for a telephone, refer to the documentation that came with your modem.

If your computer has a modem with one telephone cable connector, you need to use a telephone line splitter. To connect the line splitter:

- 1 Disconnect the telephone line for the modem from the wall outlet.
- 2 Insert the line splitter into the wall outlet.
- 3 Connect the telephone line for the modem to one of the connectors on the line splitter.
- 4 Connect the telephone line for the telephone to the other connector on the line splitter.

## Creating a Dial-Up Networking connection

You require a Dial-Up Networking connection to access the CallPilot modem. This connection must be configured for Operator assisted or manual dialing.



**Note:** If Dial-Up Networking is not installed on your computer, you must install it before you can proceed. Refer to the documentation that came with your Windows operating system for instruction on how to install Dial-Up Networking.

#### Creating a Dial-Up Networking connection on Windows 95 or Windows 98

- 1 Click the **Start** button and then click **Programs**.
- 2 Click Accessories and then click Communications.
- 3 Click Dial-Up Networking. The Dial-Up Networking window appears.
- 4 Double click the Make New Connection icon.
- 5 In the **Type a name for the computer you are dialing** box, enter a name for the CallPilot connection.
- **6** From the **Select a modem** drop list, click the modem you are going to use for this connection.
- 7 Click the Configure button.
- 8 Click the Options tab.
- 9 Select the Operator assisted or manual dialing option and then click the OK button.
- 10 Click the Next button.
- 11 Enter the telephone number and area code of the CallPilot system.
- 12 Click the Finish button.

# Configuring the Dial-Up Networking TCP/IP parameters on Windows 95 or Windows 98

- 1 Right click the Dial-Up Networking connection you created for the CallPilot system and then click **Properties**.
- 2 Click the Server Type tab.

- 3 In the Advanced options box, select the Log on to network option:
- 4 In the Advanced options box, clear the following options:

**Enable software compression** 

Require encrypted password

Require data encryption

Record a log file for this connection

- 5 In the Allowed network protocols box, select the TCP/IP option.
- 6 In the Allowed network protocols box, clear the following options: NetBEUI IPX/SPC Compatible
- 7 Click the TCP/IP Settings button.
- 8 Select the **Specify an IP address** option.
- In the **IP address** box, enter the IP address of CallPilot system, but change the last set of digits to a different number.

For example, if the CallPilot IP address is 192.168.0.1, enter 192.168.0.10.



**Note:** The IP address you enter here is used to identify your computer during the modem connection. It does not affect the LAN configuration of your computer.

**10** Clear the following options:

Use IP header compression
Use default gateway on remote network

- 11 Click the OK button.
- 12 Click the OK button.

#### Creating a Dial-Up Networking connection on Windows NT 4.0

- 1 Click the **Start** button and then click **Programs**.
- 2 Click Accessories and then click Dial-Up Networking. The Dial-Up Networking dialog box appears.
- 3 Click the More button and then click Operator assisted or manual dialing.
- 4 Click the New button.
- **5** Enter a name for the CallPilot connection.
- 6 Select the I know all about dial up connections and would prefer to edit the properties directly option.

The Edit Phonebook Entry dialog box appears.

**7** Refer to "Configuring the Dial-Up Networking TCP/IP parameters on Windows NT 4.0" for information about this dialog box.

#### Configuring the Dial-Up Networking TCP/IP parameters on Windows NT 4.0

- 1 Click the Configure button.
- 2 Click the **Initial speed** drop list and then click **115200**.
- 3 Select the Enable hardware flow control option.
- 4 Clear the following options: Enable modem error control Enable modem compression
- 5 Click the OK button.
- 6 Click the Server tab.
- 7 Click the Dial-Up server type drop list, and then click the PPP:Internet, Windows 95/98/ NT4 option.
- **8** Select the following options:

TCP/IP

**Enable software compression Enable PPP LPC extensions** 

- 9 Click the TCP/IP Settings button.
- 10 Select the Use the following IP address option.
- 11 Enter the IP address of CallPilot system, but change the last set of digits to a different number. For example, if the CallPilot IP address is 192.168.0.1, enter 192.168.0.10.



**Note:** The IP address you enter here is used to identify your computer during the modem connection. It does not affect the LAN configuration of your computer.

**12** Clear the following options:

Use IP header compression
Use default gateway on remote network

- 13 Click the OK button.
- **14** Click the **Security** tab.
- 15 Select the Accept any authentication including clear text option.
- 16 Click the OK button.

If you want to access the Dial-Up Networking TCP/IP parameters to check or edit the settings, use the following procedure:

- 1 Click the Start button and then click Programs.
- 2 Click Accessories and then click Dial-Up Networking. The Dial-Up Networking dialog box appears.
- 3 Click the More button and then click Edit Entry and modem properties.

#### Creating a Dial-Up Networking connection on Windows 2000 or Windows XP

- 1. Click the **Start** button and then click **Programs**.
- 2 Click Accessories and then click Communications.
- 3 Click Network and Dial-Up Connections. The Network and Dial-Up Connections dialog box appears.
- 4 Double click the **Make new Connection** icon. The Network Connection Wizard appears.
- 5 Click the Next button.
- 6 Select the **Dial-up to private network** option.
- 7 Click the Next button.
- 8 In the **Phone number** box, enter a telephone number. It does not matter what telephone number you enter in this box because the number is not used for the connection to the CallPilot system.
- 9 Click the Next button.
- **10** Ensure the **For All users** option is selected.
- 11 Click the Next button.
- 12 Enter a name for this connection.
- 13 Click the Finish button.

# Configuring the Dial-Up Networking TCP/IP parameters on Windows 2000 or Windows XP

- The new connection you just created should now be displayed. If it is not displayed, right click on the Dial-Up Networking connection you created for CallPilot and then click **Properties**.
- **2** Click the **Configure** button.
- 3 Clear the following options:
  Enable hardware flow control
  Enable modem error control
  Enable modem compression
  Show Terminal window
- 4 Make sure the Enable modem speaker option is selected so that you can hear the modem negotiation.
- 5 Click the **OK** button.
- 6 Click the Security tab.
- 7 Select the Advanced (custom settings) option.
- 8 Click the Settings button.
- **9** Ensure that Data encryption is set to **Optional encryption** (connect even if no encryption).
- 10 Select the Allow these protocols option.

- 11 Select the Unencrypted password (PAP) option and clear the other options.
- **12** Click the **OK** button. A warning message appears.
- 13 Click the Yes button.
- 14 Click the Networking tab.
- 15 In the Type of dial-up server I am calling drop list, click PPP:Windows 95/98/NT4/2000, Internet.
- 16 Click the Settings button.
- 17 Ensure the following options are selected:

Enable LCP extensions
Enable software compression
Negotiate multi-link for single link connections

- 18 Click the OK button.
- 19 Select the Internet Protocol (TCP/IP) option.
- 20 Click the Internet Protocol (TCP/IP) heading and then click the Properties button.
- 21 Select the Use the following IP address option.
- **22** Enter an IP address that is on the same network segment as the CallPilot system. For example, if the CallPilot IP address is 192.168.0.1, enter 192.168.0.2.



**Note:** The IP address you enter here is used to identify your computer during the modem connection. It does not affect the LAN configuration of your computer.

- 23 Click the OK button to close the Internet Protocol (TCP/IP) properties.
- **24** Click the **OK** button to close the Dialup properties.

#### **Installing the Nortel Networks Modem Configuration Utility**

Your modem requires a special configuration to access the CallPilot modem. The Modem Configuration Utility allows you to easily switch between the configuration for the CallPilot modem and the configuration for normal modem use. Each time that you run this application you will need to reboot your PC for the changes to take effect.

To install the Nortel Networks Modem Configuration Utility:

- 1 Load the CallPilot CD in the CD-ROM drive of your computer.
- 2 Open the CD folder and open the Optional Software folder.
- 3 Open the Modem Configuration Utility folder.
- 4 Copy the file **CPsecureModem.exe** to a folder on your computer.
- 5 Remove the CallPilot CD from your computer.

# **Enabling the CallPilot modem**

You must enable the CallPilot modem before you access the system using the modem.

# **Enabling Modem access using CallPilot Manager**

- 1 Log on to CallPilot Manager.
- 2 Click the Configuration heading.
- 3 Click the Access Passwords link.
- 4 Enter a password in the Modem Access box.
- **5** Enter the password again in the **Confirmation** box.
- 6 Click the Submit button.



**Note:** To disable Modem access, clear the **Modem Access** and **Confirmation** boxes and then click the **Submit** button.

# Connecting to the CallPilot system

To connect to the CallPilot system you must:

- configure your modem to access the CallPilot modem
- connect to the CallPilot modem

# Configuring your modem to access the CallPilot modem

The CallPilot modem requires a special configuration for access. This requirement helps prevent unauthorized access to the CallPilot system.

To configure your modem:

- 1 Open the folder that contains the Nortel Networks Modem Configuration Utility. (CPsecureModem.exe).
- 2 Double click CPsecureModem.exe. The Modem Configuration Utility opens. The current setting of the Modem appears at the bottom of the dialog window.
- 3 Select the Configure Modem for Secure Access option.
- 4 Click the OK button.
- 5 In you are using Windows NT 4.0, Windows 2000 or Windows XP, restart your computer.

After your computer finishes restarting, the modem is ready to connect to the CallPilot modem.



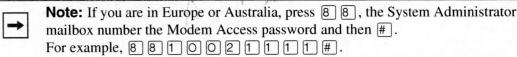
**Note:** You need to set the modem back to normal mode if you want to connect to a system other then the CallPilot. For information about how to set the modem back to normal mode, refer to "Configuring your modem for normal modem connections" on page 72.

# Connecting to the CallPilot modem

To connect to the CallPilot system:

- 1 Use the **Start** menu to open the Dial-Up Networking window.
- **2** From the **Advanced** menu, select **Operator-Assisted Dialing**. If a check mark appears beside Operator-Assisted Dialing, this option is already selected.
- 3 Double click the Dial-Up Networking connection you created for the CallPilot system.
- 4 Set the User Name to CallPilot.
- 5 Set the Password to administrator.
- 6 If there is a Domain box, set the Domain to the IP address you entered for the Dial-Up Networking TCP/IP parameters of this connection. For example, enter 192.168.0.2.
- 7 Click the Dial button.
  The Operator-Assisted or Manual Dial dialog box appears.
- **8** Use the telephone connected to your computer modem to dial the CallPilot system you want to access. You must be answered by the CallPilot voicemail.
- When voicemail answers, log into the administrators mailbox using the Modem Access password. To do this, press \*\*, the System Administrator mailbox number, the Modem Access password and then #.

  For example, \*\* 10021111#.



**10** If there are enough CallPilot resources to make a modem connection, the system starts counting down from 5.

11 When the system reaches 1, click the **Connect** button and hang up the telephone. A message appears when the connection is established.



# Tip

If the prompt **One moment please** plays, the system currently does not have sufficient resources to access the modem. Wait until the count down reaches 1 before you click the Connect button.

If the prompt **One moment please** plays several times and then the prompt **Exiting the system, goodbye** plays, try calling again.

Your computer is now connected to the CallPilot system and you can access the web interface.

# Accessing the CallPilot system using the CallPilot console

- 1 Click the Start button and then click Run.
- 2 Enter Telnet 192.168.0.2 and click OK.



**Note:** The IP address above is an example only. The IP address you enter is the IP address of the CallPilot system plus one.

In the example above, the IP address shown is the default CallPilot IP address (192.168.0.1) plus one (192.168.0.2).

3 Log on to the CallPilot console.

When you are finished with the CallPilot system, end your connection to the CallPilot modem.



**Note:** After you are finished accessing the CallPilot system, you must reconfigure your modem if you want to use it for normal modem connections.

# Accessing the CallPilot system using CallPilot Manager

- 1 Start your web browser.
- 2 In the URL field, enter http://<CallPilot IP Address>.
- 3 Log on to CallPilot Manager.

When you are finished with the CallPilot system, end your connection to the CallPilot modem.



**Note:** After you are finished accessing the CallPilot system, you must reconfigure your modem if you want to use it for normal modem connections. This requires a reboot of your PC.

# Configuring your modem for normal modem connections

To configure your modem for normal connections:

- 1 Open the folder that contains the Nortel Networks Modem Configuration Utility (CPsecureModem.exe).
- **2** Double click **CPsecureModem.exe**. The Modem Configuration Utility opens.
- 3 Select the Configure Modem for Normal Operation option.
- 4 Click the OK button.
- 5 If you are using Windows NT 4.0, Windows 2000 or Windows XP, restart your computer.

After your computer finishes restarting, the modem is ready for normal modem connections.

# **Glossary**

#### Administration

The tasks involved in maintaining Mailboxes, Greetings and System configuration.

#### **Alarms**

Messages sent by CallPilot indicating that something requires the system administrator's attention.

#### Alternate language

The second language CallPilot can be programmed to operate in.

# **Baud rate**

A unit of measurement of data processing speed. It is approximately equivalent to Bits Per Second (BPS). Typical baud rates are 300, 1200, 2400, 4800, and 9600.

#### Bit

An abbreviation for binary digit. A bit is the smallest unit of information recognized by the computer. A bit has one of two values (0 or 1) to indicate off or on.

#### Byte

The amount of space required to store a single character. One byte equals eight bits.

# **CCR (Custom Call Routing)**

Call Paths that let callers select options to direct their calls along paths you create.

#### Central office line

The telephone lines that connect the Meridian 1 PBX to the Public Switched Telephone Network (PSTN).

# CLID

Caller Line Identification.

# **Company Directory**

An internal list containing the names of users with initialized mailboxes designated to appear in the directory.

# Configuration

The tasks involved in setting up the different parameters of CallPilot. For example, configuring the telephone lines answered by CallPilot. See also **Administration**.

#### Cursor

A marker on the monitor screen that indicates where the next input from the keyboard or mouse will appear.

#### Default

The parameters that are preset within CallPilot.

# Disconnect supervision

A feature on central office lines that notifies the Meridian 1 PBX when the party on the other end of the line hangs up.

# Display

A one or two-line screen on a Nortel Networks telephone that shows CallPilot commands and options.

#### DN

Directory Number.

# **DTMF**

Dual Tone Multi Frequency. The sounds the telephone keys make to identify themselves.

#### **Ethernet**

A widely used Local Area Network (LAN) protocol that uses coaxial cable or twisted pair wiring for connecting computers.

# Feature cartridge

A device inserted into the CallPilot Mini that contains the initial software load or an upgrade.

#### **Feature Code**

A unique three-digit code that is used to access CallPilotfeatures and options from a telephone.

# **Flash Memory**

Memory that stores data even when CallPilot Mini is restarted or disconnected from the power supply. Flash memory contains instructions that CallPilot Mini needs to operate. The instructions stored in flash memory cannot be changed and are used by the CallPilot Mini each time it is turned on or restarted.

# **General Delivery Mailbox**

One of the two Special Mailboxes. This mailbox collects messages for individuals in a company who have not been assigned a Personal Mailbox.

# **Group list**

A collection of mailbox numbers that are assigned a special "Group" number by CallPilot. When a message is sent to a Group List, all the mailboxes in the list receive the message.

#### Hardware

The physical components of a CallPilot Mini.

# Hz (hertz)

A unit of measure for indicating frequency in cycles per second.

#### Initialization

The steps required to prepare hardware or software for operation.

#### Install

To set up for operation. Hardware is installed by attaching it to the appropriate connectors or sockets.

# Keycode

A keycode is a code that allows you to add features to a CallPilot Mini. For example, the Mailbox Keycode allows you to add more mailboxes to the CallPilot Mini.

A keycode consists of 3 eight digit numbers. It is also know as a software authorization code.

# Local Area Network (LAN)

A group of computers physically connected in a manner that lets them communicate and interact with each other.

# Mailbox

A storage place for messages on CallPilot.

#### Mbyte

The abbreviation for megabyte. A megabyte is equal to 1,048,576 bytes. Megabyte is also abbreviated as MB.

# Meridian 1

A telephone system to which the CallPilot Mini connects.

#### Modem

A communications device that allows data to be exchanged between computers over telephone lines. The exchange is done by electronic processes called modulation and demodulation. The modem changes (modulates) the data into tones to send to another modem and also converts (demodulates) tones when receiving from another modem.

#### Option

A CallPilot choice that is given to a user through voice or display prompts.

#### **PBX**

Private Branch Exchange, a Meridian 1 business telephone system.

# **PCMCIA**

Personal Computer Memory Card International Association. A PCMCIA card stores the CallPilot software.

#### **Password**

A four to eight digit number that is entered using the dialpad. A password is used to open mailboxes or perform configuration tasks.

#### **Port**

A connector on the CallPilot Mini that allows data exchange with other devices, such as an RS-232 terminal.

A port is also a connection to the Meridian 1 PBX. See TCM port.

#### Power cable

A cable that connects the CallPilot Mini to a power source.

# RAM (Random Access Memory)

Computer memory that stores data temporarily. RAM stores the data used by the microprocessor as it executes instructions. The contents of RAM are erased each time the CallPilot Mini is turned off or restarted.

#### **RS-232 terminal**

A device with a display, such as a computer or a laptop, that you can connect to the serial port of the CallPilot Mini.

#### Serial cable

A cable that transfers data one bit at a time. This cable connects the CallPilot Mini to an RS232 terminal.

# Serial port

A port that sends and receives data one bit at a time. This port is used to connect the CallPilot Mini to an RS-232 terminal.

# System administrator

The person who is responsible for setting up and configuring CallPilot.

# **TCM** port

Time Compression Multiplexing port. This is the type of port that you use to connect the CallPilot Mini to the Meridian 1 PBX.

# Tone dial telephone

A push button telephone that emits DTMF tones.

# Transmission Control Protocol/Internet Protocol (TCP/IP)

A language governing communication among all computers on the Internet.

# Voice channel

A communication path that CallPilot uses to send voice messages to and from the Meridian 1 PBX. There are two voice channels on each TCM port.

# Voice prompts

The prerecorded voice instructions that play when accessing the different CallPilot features and options. Voice prompts also enable a caller to proceed along the call path of a CCR Tree.

# Wide Area Network (WAN)

A collection of computers connected or networked to each other over long distances, typically using common carrier facilities.

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Software Keycode Installation Guide

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# Software Keycode Installation Guide

This guide provides instructions for enabling Software Keycodes. Predefined bundles of keycodes may be ordered as a single part although individual keycodes must be entered to enable specific features.

The installer is responsible for obtaining and enabling Software Keycodes. Only registered users can access the Keycode Retrieval System.

Click the Register banner to apply for registration.

# Determining the system identification number

You need the system identification number for your system, before you can obtain a Software Keycode:

- Determining the CallPilot Mini/CallPilot 100/150 system identification number
- Determining the Business Communications Manager system identification number

# Determining the CallPilot Mini/CallPilot 100/150 system identification number

- 1 Log on to CallPilot Manager. For information about how to log on to CallPilot Manager, refer to the CallPilot Manager Set Up and Operation Guide.
- 2 Click the Installed Options link.
  The system identification number appears in the Serial Number box.
- 3 Record the system identification number in the "Software Keycode Upgrade Information Sheet" on page 6.

# **Determining the Business Communications Manager system** identification number

- 1 Log on to Unified Manager.
  For information about how to log on to Unified Manager, refer to the Business
  Communications Manager Programming Operations Guide.
- 2 Click the System key and then click the Licensing heading. The system identification number appears in the System Identifier box.
- Record the system identification number in the "Software Keycode Upgrade Information Sheet" on page 6.

# **Obtaining Software Keycodes**

- 1 Access the Nortel Networks Keycode Retrieval System at http://www.nortelnetworks.com/servsup/krs/.
- 2 Select the Login Type option that applies to you.
- 3 Select the Product Family option that applies to you.
- 4 Enter your username and password and click the **OK** button.
- 5 Select the Keycode Retrieval System option that applies to you.
- 6 Enter the system identification number from your system.
- 7 Enter the authorization number from the Feature Pack for the specific feature. Use the authorization number you recorded in the "Software Keycode Upgrade Information Sheet" on page 6.
- 8 Click Validate to confirm the authorization number.
- 9 Click Generate to retrieve the keycode.
- The Software Keycode number consists of three eight-digit numbers. Record the Software Keycode by writing down the number, printing the file, or copying and pasting the information into another document. If you are using Business Communications Manager, you can also download the Software Keycodes file to a shared folder on your computer. You can then use this file to copy the Software Keycodes into your Business Communications Manager system.

# **Entering Software Keycodes**

After you obtain the Software Keycodes, enter these codes in your system:

- "Entering the Software Keycodes on a CallPilot Mini/CallPilot 100/150" on page 4
- "Entering the Software Keycodes on a Business Communications Manager" on page 5
- "Entering Software Keycode Files on a Business Communications Manager" on page

# Entering the Software Keycodes on a CallPilot Mini/CallPilot 100/150

- 1 Log on to CallPilot Manager.
- 2 Click the Installed Options link.
- 3 In the **Keycode** boxes, type the Software Keycode.
- 4 Click the Add button. The option you installed appears in the Installed Options list.

If you use CallPilot 100/150 you can enter Software Keycodes using telephone administration. Refer to the CallPilot 100/150 Telephone Administration Guide.

# **Entering the Software Keycodes on a Business Communications Manager**

- Log on to Unified Manager.
- Click the **System** key and then click the **Licensing** key.
- On the Configuration menu, click Add a Keycode. 3
- 4 In the **Keycode** box, enter the 24 digit Software Keycode number. NOTE: Make sure you enter a hyphen between each eight digit segment.
- Click the Save button. After the Software Keycode is accepted and enabled, a confirmation message appears.
- Click the **OK** button.

# **Entering Software Keycode Files on a Business Communications Manager**

If you have a Business Communications Manager system, you can load Software Keycodes by loading the Software Keycode file into your system.

- Log on to Unified Manager.
- Click the **System** key and then click the **Licensing** key.
- 3 Click Keycode Files heading. The Keycode File Location Information window appears.
- 4 In the **Keycode File Location Information** window, enter the information required to access the computer and folder where the Software Keycode file downloaded from the Nortel Networks Keycode Retrieval System is stored. **NOTE**: The Software Keycode file must be stored in a shared folder.
- On the Configuration menu, click Apply New Keycode File.
- Click the Yes button. After the Keycode File is accepted, a confirmation message appears.
- Click the **OK** button.

# Software Keycode Upgrade Information Sheet

Authorization				
Number				
Business Communications  Manager System ID Number				<u> </u>
NOTE: Business Communications M	lanager Softwar	re Upgrade		
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ature name				
/code number				
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ature name				
ycode number				

# CallPilot Manager Set Up and Operation Guide



# CallPilot Manager Set Up and Operation Guide

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# Chapter 1 Getting started with CallPilot Manager

# **About CallPilot Manager**

CallPilot Manager is a web-based application that you use to set up and administer CallPilot. CallPilot is a versatile business communications tool that you can use to:

- · answer incoming calls
- offer callers a selection of options to route their calls or access information
- · provide advanced voicemail, Auto Attendant and call handling capabilities

This guide leads a System Administrator through setting up and operating CallPilot on a Business Communications Manager, CallPilot Mini or CallPilot 150 system. CallPilot works with your Business Communications Manager, Meridian or Norstar system.

This guide also explains how to record Broadcast and Information messages.

# **CallPilot features**

CallPilot includes these features:

# Voicemail

Records messages and stores them in a mailbox for easy retrieval. Business telephones on your system can have their own mailbox and greeting. Information can be distributed quickly to departments and workgroups.

# **Auto Attendant**

The CallPilot answering service that answers your business calls promptly, 24 hours a day, with a Company Greeting, plays a list of options to callers, and performs call routing functions in response to caller selections.

# **Custom Call Routing (CCR)**

Enhances the Auto Attendant menu with customized menus and information messages. With CCR you can determine the menu options and record the voice prompts that guide callers along call paths.

# Fax Answering

Fax Answering lets outside callers send faxes to the main site telephone number. Fax Answering is available even if you do not have the Fax option installed on your system. With Fax Answering, a fax call that arrives through the Auto Attendant or CCR transfers to a specified extension. The extension is usually a fax machine connected by an Analog Terminal Adapter (ATA) for CallPilot 150, an Analog Station Module (ASM) for Business Communications Manager or an analog line for CallPilot Mini.

# **CallPilot options**

CallPilot has options that enhance your office communications. You need a software authorization code to enable a CallPilot option. Contact your vendor if you want to trial or purchase a software authorization code.

CallPilot options are:

# **Message Networking**

Message Networking links your CallPilot system with other voicemail systems and allows the exchange of voice messages between users at different sites. CallPilot supports Digital networking and Audio Messaging Interchange Specification (AMIS) networking.

For information about networking refer to the CallPilot Message Networking Set Up and Operation Guide.

# **Call Center**



Note: Call Center is not available for CallPilot Mini.

Call Center is an application that handles incoming calls as efficiently and economically as possible. Call Center answers calls, then routes the calls to agents in a skillset that most closely matches the needs of the caller. Calls can be routed based on the origin of the call, the destination of the call, or the information entered by the caller. Callers can be given high or low priorities. Callers can overflow to different groups or skillsets of agents, transfer out of the system, leave a message, and hear announcements or informative messages.

For information about Call Center refer to the *Nortel Networks Call Center Set Up and Operation Guide*.

If you use CallPilot 150 you can set up either CallPilot or Call Center as the primary application on your system.

# Fax

Fax is a CallPilot option that enhances your office communications by providing incoming and outgoing fax capability. With Fax, callers can send and retrieve fax messages as easily as they send and retrieve voice messages. The Fax option includes Fax Mail, Fax On Demand and Fax Overflow. Fax Answering is available even if you do not have the Fax option installed on your system.

For information about Fax refer to the *CallPilot Fax Set Up and Operation Guide*. Fax is not available for CallPilot 150 or CallPilot Mini.

# **Unified Messaging**

With Unified Messaging subscribers can use their email application to access voice, fax and text messages from their personal computer. Unified Messaging can be used with several popular email applications. Unified Messaging is available for Business Communications Manager.

# **Desktop Messaging**

With Desktop Messaging subscribers can access their CallPilot mailbox from their personal computer. Subscribers can manage all of their voice messages from one graphical interface. CallPilot Desktop Messaging is available for CallPilot 150 and CallPilot Mini.

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# About Nortel Networks Business Series Terminal telephone buttons

This table shows the Nortel Networks Business Series Terminal buttons. Use the buttons that pertain to the type of telephone you use.

Button name	T7100, T7208, T7316	M7100, M7208, M7310, M7324	M7100N, M7208N, M7310N, M7324N
Feature	0	Feature	F <sub>X</sub>
Handsfree	Bottom right-hand button	Handsfree Mule	Handsfree Mute
Hold		Hold	
Volume Control	4	( <b>1</b> )	<u>-</u> ⋘ → →
Release	•	RIS	•

You can enter  $\bigcirc$ , Feature or  $\boxed{F_x}$  and the code to use a feature. For example, press  $\boxed{9}$   $\boxed{9}$   $\boxed{1}$  to access your mailbox.

The T7100 works differently from other telephones on your system because it does not have line buttons. Where other telephones require that you select a line button to answer a call, on the T7100 terminal you pick up the handset. Where other telephones require you to select a line button to take a call off hold, you press on the T7100 terminal.

On T7100 terminals, you can answer a second call by pressing . Your active call is put on hold and you connect to the waiting call. You can have no more than two active calls at one time.

# CallPilot Mini voice prompts

If you use CallPilot Mini, you use voice prompts exclusively, and not feature keys. You make selections using your dialpad buttons in response to the CallPilot voice prompts on your telephone that announce options.

Voice prompts announce which dialpad button to press to use CallPilot options. The voice prompt plays immediately. If you do not choose an option after ten seconds, the voice prompt replays the options. If you do not choose an option after another ten seconds, CallPilot ends the session.

# Interrupting a voice prompt

You do not need to wait for a voice prompt to end before you can select an option. You can interrupt a voice prompt and make your selection immediately. You can interrupt a voice prompt by selecting any option on the pad.

# Using the dialpad

The buttons on your telephone dialpad act as both numbers and letters. Each button represents a number and letters of the alphabet. If you are a new CallPilot user, make sure you are familiar with how to operate your telephone. Refer to the User Card for your telephone.

# Numbers and letters on the dialpad

1 1 ' -	2 ABC2abc	3 DEF3def
4 GHI4ghi	5 JKL5jkl	6 M N O 6 m n o
7 PQRS7pqrs	8 TUV8tuv	9 W X Y Z 9 w x y z
* Quit	O Q Z Zero q z	# Accepts displayed letter and , (comma)

# Symbols and conventions used in this guide

These conventions and symbols are used to represent the Business Series Terminal display and dialpad.

Convention	Example	Used for
Word in a special font (shown in the top line of the display)	Pswd:	Command line prompts on display telephones.
Underlined word in capital letters (shown in the bottom line of a two line display telephone)	PLAY	Display option. Available on two line display telephones. Press the button directly below the option on the display to proceed.
Dialpad buttons	#	Buttons you press on the dialpad to select a particular option.

# **Related publications**

# Reference and programming

CallPilot Reference Guide

CallPilot Mini Reference Guide

CallPilot Programming Record

CallPilot Quick Reference Card - Norstar Voice Mail interface

CallPilot Quick Reference Card - CallPilot interface

CallPilot Mini Quick Reference Card

CallPilot 150 Telephone Administration Guide

# Meridian 1

Meridian 1 Software Input/Output Guide System Messages

Document number: 553-3001-411, Document Release: Standard 10.00, Date: January 2002

Meridian 1 Software Input/Output Guide - Administration

Number: 553-3001-311, Document Release: Standard 9.00, Date: January 2002

# **CallPilot options**

CallPilot Fax Set Up and Operation Guide

CallPilot Fax User Guide

CallPilot Message Networking User Guide

CallPilot Mini Message Networking User Guide

CallPilot Message Networking Set Up and Operation Guide

CallPilot Unified Messaging Installation and Maintenance Guide

Call Center Set Up and Operation Guide

Call Center Agent Guide

Call Center Supervisor Guide

CallPilot 150 Basic Call Center Telephone Administration Guide

CallPilot Mini/150 Desktop Messaging Installation and Maintenance Guide

CallPilot Mini/150 Desktop Messaging Quick Reference Guide

# How to get help

# **USA** and Canada

# **Authorized Distributors - Technical Support**

# **Telephone:**

1-800-4NORTEL (1-800-466-7835)

If you already have a PIN Code, you can enter Express Routing Code (ERC) 196#. If you do not yet have a PIN Code, or for general questions and first line support, you can enter ERC 338#.

#### Website:

http://www.nortelnetworks.com/support

#### email:

naitas@nortelnetworks.com

# **Presales Support (CSAN)**

# **Telephone:**

1-800-4NORTEL (1-800-466-7835) Use Express Routing Code (ERC) 1063#

# **EMEA (Europe, Middle East, Africa)**

# **Technical Support - CTAS**

# **Telephone:**

00800 800 89009

#### Fax

44-191-555-7980

#### email:

emeahelp@nortelnetworks.com

# CALA (Caribbean & Latin America)

# **Technical Support**

# **Telephone:**

1-954-858-7777

#### email:

csrmgmt@nortelnetworks.com

# **APAC (Asia Pacific)**

# **Technical Support**

# **Telephone:**

+61 388664627

#### Fax:

+61 388664644

#### email

asia\_support@nortelnetworks.com

# Chapter 2 Using CallPilot Manager

# Requirements for CallPilot Manager

CallPilot Manager operates on a CallPilot 150, CallPilot Mini or Business Communications Manager system. You access CallPilot Manager on a web browser from a computer on your network.

#### System requirements

Before you use CallPilot Manager, your Business Communications Manager, CallPilot Mini or CallPilot 150 system must be configured and CallPilot must be initialized.

#### Computer requirements

The computer you use to run CallPilot Manager must have:

- Windows 95, 98, ME, 2000, XP, NT, with a CPU capable of running your browser
- 64 MB RAM, 10 MB disk space
- minimum screen resolution of 1024 X 768 pixels

#### **Browser requirements**

To use CallPilot Manager you must have:

- Java Virtual Machine 5.0 (build 5.0.0.3188 or later)
- either Netscape Communicator 4.0.5 or later but not 6.0 or later, or Microsoft Internet Explorer 4.0 to 6.0

If you use Netscape Communicator, set the following parameters:

- Enable Java: on
- Cached document comparison: every time

If you use Microsoft Internet Explorer, set the following parameters:

- Check for newer versions: every visit to the page
- Java JIT compiler enabled: on

For more information about these settings, refer to your web browser's Help.

If not all the CallPilot settings shown in this guide appear in your browser:

- refresh the browser by clicking Refresh or Reload
- upgrade your browser

Note: CallPilot Manager Help is best viewed in Internet Explorer. There can be some page format inconsistencies if you use other browsers.

# **Starting CallPilot Manager**

## From Business Communications Manager

- Point your web browser to http://<IP address>:6800/CallPilotManager where <IP address> is the IP address of Business Communications Manager or point your web browser to http://<FQDN>:6800/CallPilotManager where <FQDN> is the Fully Qualified Domain Name of Business Communications Manager. The Administration Login page appears.
- 2 In the Password box type your password.
- 3 Click the **Submit** button.
  The CallPilot Manager Main Menu appears.

#### From CallPilot 150 and CallPilot Mini

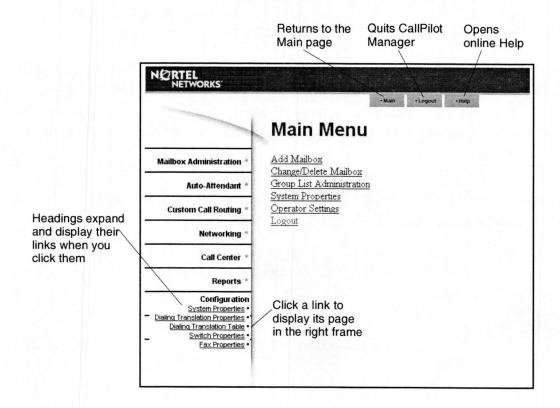
- Point your web browser to http://<IP address>/CallPilotManager where <IP address> is the IP address of the CallPilot 150. The Administration Login screen appears.
- **2** In the **Password** box type your password.
- 3 Click the Submit button. The CallPilot Manager Main Menu appears.



**Note:** If you want to change the password:

- select the Prompt for New Password check box
- · click the Submit button

# **About the CallPilot Manager interface**



## System timeout

A CallPilot Manager session times out after 10 minutes of inactivity. This is a security feature that prevents unauthorized access to the system.

If your session times out, the login page appears and a message that says that the session has timed out. You must log on to continue programming CallPilot.

If the system times out while you are working on a page, any settings that you have not entered on the system by pressing the Submit button are not entered. You must log on to CallPilot Manager and re-enter this programming.

## Resetting the System Administrator password

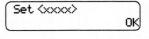
If you forget the System Administrator password, you must reset the password through a telephone on your system. The password resets to the default password 0000. You must then log on to CallPilot Manager using the default password 0000 and create a new password.



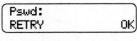
**Note:** If you reset the System Administrator password, log on to CallPilot Manager and create a new password immediately to prevent unauthorized access to the system.

While the default password is used CallPilot Manager or Call Center is open to unauthorized access. For additional security, change the Administration Password regularly.

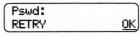
# To reset the System Administrator password - Business Communications Manager and CallPilot 150



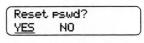
1 Press © 985.
The Voicemail DN appears on your display.



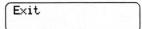
2 Press 9.



3 Enter Resetsmpswd or 7 3 7 3 8 7 6 7 7 9 3 and press <u>OK</u> or #.



4 Press <u>YES</u>.



- Follow the instructions in "Starting CallPilot Manager" on page 18 to log on to CallPilot Manager.
- **6** Use the default password 0000 to log on. Create a new System Administrator password.

## To reset the System Administrator password - CallPilot Mini

- 1 Dial the CallPilot Messaging access number, enter the General Delivery Mailbox number and press #].
- $\textbf{2} \quad \text{Enter the General Delivery Mailbox password and press} \,\, \# \, . \\$
- 3 Press 8 0 8.
- 4 Enter Resetsmpswd or 7 3 7 3 8 7 6 7 7 9 3 and press #.
- **5** Press # again to accept the password and reset the System Administrator password.
- **6** Follow the instructions in "Starting CallPilot Manager" on page 18 to log on to CallPilot Manager.
- 7 Use the default password 0000 to log on. Create a new System Administrator password.

# Chapter 3 CallPilot mailboxes

# **About installing mailboxes**

You install mailboxes by enabling a software authorization code. The software authorization code determines the number of mailboxes that you can add to CallPilot. On CallPilot 150 and CallPilot Mini you can have a maximum of 200 subscriber mailboxes. On Business Communications Manager you can have a maximum of 1,000 mailboxes. Refer to "Enabling software authorization codes" on page 109 for more information on software authorization codes.

# **System Administrator Mailbox**

The System Administrator Mailbox:

- is reserved for the System Administrator
- · is created automatically when the system is initialized for the first time
- is where you can send Broadcast Messages from. Broadcast messages are sent to all Subscriber mailboxes.

Only the System Administrator can access the System Administrator Mailbox. Remember to check this mailbox for messages.



**Warning:** Change the System Administrator password frequently to minimize the risk of unauthorized activity.

For a mailbox number length of	the default System Administrator Mailbox number is	and the default System Administrator Mailbox password is	so the combined mailbox number and password is
2	12	0000	120000
3	102	0000	1020000
4	1002	0000	10020000
5	10002	0000	100020000
6	100002	0000	1000020000
7	1000002	0000	10000020000

The default Class of Service for the System Administrator Mailbox is 7. You can change the Class of Service at any time. For information on changing the Class of Service, refer to "Changing mailbox settings" on page 41.

# **General Delivery Mailbox**

The General Delivery Mailbox is your company mailbox. It is created automatically when the system is initialized for the first time. The General Delivery Mailbox stores messages from callers when the Operator is not available, or from callers who use a rotary dial telephone.

Usually the Receptionist or designated Operator checks for messages in the General Delivery Mailbox.



**Warning:** Change the General Delivery Mailbox password frequently to minimize the risk of unauthorized activity.

Default General D	Default General Delivery Mailbox number and password combinations						
For a mailbox number length of	the default General Delivery Mailbox number is	and the default General Delivery Mailbox password is	so the combined mailbox number and password is				
2	10	0000	100000				
3	100	0000	1000000				
4	1000	0000	10000000				
5	10000	0000	10000000				
6	100000	0000	100000000				
7	1000000	0000	1000000000				

The default Class of Service for the General Delivery Mailbox is 1. You can change the Class of Service any time. For information on changing the Class of Service, refer to "Changing mailbox settings" on page 41.

The General Delivery Mailbox can receive messages before it is initialized, but you cannot retrieve messages from the General Delivery Mailbox until you initialize it. For information about initializing mailboxes, refer to "Initializing a mailbox" on page 32.

## Subscriber mailboxes

Create a Subscriber mailbox for each person in your organization who needs to be able to receive messages.

A Subscriber mailbox must be initialized by the mailbox owner before it can receive voice messages. Until a mailbox is initialized, it cannot receive voice messages and any calls that are directed to it are rerouted to the General Delivery Mailbox. Tell subscribers to change their mailbox password as soon as they initialize their mailbox. For how to initialize a mailbox refer to "Initializing a mailbox" on page 32.

#### **Guest mailboxes**

A Guest mailbox is a Subscriber mailbox without a primary extension. Create Guest mailboxes for people who do not have an operating extension but require a mailbox. A Guest mailbox must be initialized by the mailbox owner before it can receive voice messages.

When you create Guest mailboxes, assign mailbox numbers that begin with the same digit. This identifies the mailbox type. Create Guest mailbox numbers that begin with a digit that is different from the Subscriber mailbox numbers. For example, if Subscriber mailbox numbers start with two, Guest mailboxes can start with the number four.

#### When to use Guest mailboxes

Guest mailboxes can provide a temporary employee with CallPilot services, give clients access internal messaging and call routing, and let customers leave telephone orders.

You can use Guest mailboxes to:

- take personal catalog shopping orders
- list classes or seminars and let callers register by telephone
- give frequent customers access to CallPilot services

#### Using a Guest mailbox for telephone registration

This example shows how to set up a Guest mailbox with announcement and order-taking capabilities. When you provide services that let a customer call into a mailbox, include the mailbox number in the greeting. This lets a caller transfer directly to the mailbox.

To use a Guest mailbox to provide telephone registration, you must first choose a mailbox number. Make sure that the Guest mailbox number is unique and is not assigned to any display telephone extension. Next, record the mailbox greeting. For example:

"This month we are pleased to provide the following courses: Jazz Dancing Made Easy, Intermediate Jazz Dancing, Warming Up for that Big Performance, and Beginner Ballet. If you are interested in any of these courses, please leave your name and telephone number after the tone. One of our instructors will contact you with more information."

You can include the time and date the classes are being offered. This example is applicable to Guest mailboxes that are used for taking orders.

"Good Morning. This is On Your Toes Dance School. To reach the dance studio, press 4 6. To register for our fall classes, press 2 8. To reach our receptionist, press 0."



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**Note:** The number 46 in this example is an operating telephone extension and the number 28 is the Guest mailbox.

Make sure the leading digit of Guest mailbox numbers is different from the leading digit of the extensions. If you use CallPilot 150 or Business Communications Manager and you must use the same leading digit, ensure the Guest mailbox numbers are "out-of-range" extension numbers. To test if an extension is out-of-range, dial it from another extension. If the number is out-of-range, the display shows *Invalid number*. If the number is not out-of-range, the display shows *Not in service*. If you are configuring a Guest mailbox for CallPilot Mini, make sure that the extension has not already been used. To make sure the extension has not already been used, check your M1 configuration.

You must assign a Class of Service to the Guest mailbox. When you assign a Class of Service to a Guest mailbox used as an order mailbox, choose a Class of Service that has the maximum mailbox greeting and message time available. Refer to "Mailbox Class of Service" on page 26.

### Information mailboxes

Information mailboxes play an informative message to callers who access it. An Information mailbox must be initialized before it can play an information message. Callers cannot leave messages in Information mailboxes. Information mailboxes do not have operating extensions.

Information mailboxes are maintained by the System Administrator or a mailbox owner.

You can use Information mailboxes to:

- announce sales
- provide product lists
- · announce special events

You create the Information mailbox and give it to a subscriber or department. The department creates the password and maintains the greeting. Information mailbox Greetings can be recorded by you or by the person assigned the Information mailbox.

To let callers know about your company's Information mailboxes:

- Advertise the Auto Attendant main number, and record a Company Greeting that mentions the Information mailbox services.
- Provide a list of your company's Information mailbox numbers in brochures and telephone directory advertising.

- Mention the Information mailboxes in the Company Greeting if your company has a small number of Information mailboxes, such as three or four. Use Custom Call Routing (CCR) if you have a large number of Information mailboxes.
- Assign the Operator as the transfer point for all Information mailbox inquiries. Record a statement in the Company Greeting that tells callers to press zero to reach company information. For example, "Good Afternoon. This is On Your Toes Dance Studio. To reach our studio, press 4 6. To listen to one of our special announcements, press 0 to reach the Operator." When a caller presses zero, have the Operator provide a list of the Information mailboxes and transfer the caller accordingly.

A call disconnects after the Information mailbox greeting plays except:

- if the call is extended by the Auto Attendant, the call disconnects or returns to the Auto Attendant according to the Return to AA setting of the Greeting Table.
- if the Information mailbox is the Mailbox node of a Custom Call Routing Tree, the call disconnects, or returns to the Home menu, or returns to the previous menu, according to the Next Action setting of the Mailbox node.

The maximum length of the greeting is determined by the Class of Service. The default settings for Class of Service 7 and 8 allow greetings that are up to 10 minutes in length.

If CallPilot is configured as bilingual, the Information mailbox has greetings in primary and alternate languages. The rules for bilingual prompting determine which one of these caller hear. Callers press a dialpad button, depending on which country they are in, to switch to the other greeting.

While they listen to the Information mailbox greeting, callers can use playback commands such as pause, resume, forward and back. Outside callers can press a dialpad button, depending on which country they are in, to transfer to the system attendant extension.

# **Mailbox Class of Service**

Class of Service (COS) values reduce the amount of programming you do when you add a mailbox. Instead of entering values for several features, you can select the COS that is appropriate for the mailbox. You select a COS when you add the mailbox and the system uses the associated values.

The COS tables have default values, shown on page 27. You can change the values to meet the needs of your company. For information on viewing or editing the values refer to "Viewing or editing a Class of Service" on page 42.

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Class of Service value	s
Prompt language	CallPilot is available with two languages. If you select bilingual operation, Classes of Service 1, 3, 5, 7, 9, 11, 13, 15 use the Primary Language, and Classes of Service 2, 4, 6, 8, 10, 12, 14, 16 use the Alternate Language.
Mailbox message time	The total message time available to a mailbox. The maximum message time is 180 minutes. Mailboxes have a Never Full mailbox feature that lets a caller leave a message in a "full" mailbox. The message is stored in the mailbox, but cannot be accessed until a saved message is deleted.
Message length	The maximum length of an incoming message. Message length is 1-60 min for Business Communications Manager, 1-30 min for CallPilot 150 and CallPilot Mini.
Message retention period	The number of days messages are saved in a mailbox. Message retention period is from one to 365 days or 0 = indefinitely.
Greeting length	The maximum length of a mailbox greeting. Greeting length is 1-30 minutes.
Off-premise Message Notification	Redirects messages to another extension, telephone number or pager. Dialing restrictions that apply to outdial lines apply to Off-premise Message Notification.
Retry intervals	For Off-premise Message Notification, the minutes between attempts to notify the recipient of a new or urgent message. The retry interval is from 1 to 120 minutes.
Number of attempts	For Off-premise Message Notification, the number of attempts the system makes to notify the recipient of a new or urgent message. The number of attempts is from 1 to 20.
Outbound Transfer	Lets a caller who reaches a mailbox transfer to an external telephone number or an extension.
Incorrect password attempts	The maximum number of incorrect password attempts before a mailbox owner is locked out of their mailbox. The incorrect password attempts are 4-20.
Password Expiry	The maximum length of time a mailbox password is active. The password expiry is from 1 to 365 days or 0 = never expires.
Networking	If you have installed the Message Networking option, callers can send messages to different mailboxes at various sites on a communication network.
Target Attendant	Lets subscribers set up a Personal Target Attendant. If not, callers are directed to the Target Attendant that is specified in the Greeting Table.
Call Record	Lets subscribers use the Call Record feature. With Call Record (© 9 8 9) a subscriber can record an active telephone call. The recorded message is placed in the subscriber's mailbox. Call Record is not available for CallPilot Mini.
User Interface	The user interface used for the mailbox. There are two mailbox UI choices: Norsta Voice Mail (NVM) and CallPilot (CP). This setting is not available for CallPilot Mini

#### Class of Service default values

This table shows the default Class of Service values for Business Communications Manager, CallPilot Mini and CallPilot 150. CallPilot Mini systems also show the associated Restriction Permission List for each COS. For more information about Restrictions and Permissions refer to "About Restriction Permission Lists" on page 107.

									Parar	neters							
cos ID	Name	Max Mbx Msg Time [Min], (1-180)	Max Msg Length [Min], (1-60)	Msg retention Period [Day], (1-365), 0=no purge	Max Greeting Length [Min], (1-30)	Enable Off- premise Notifi -cation / Remote Notification	Retry Intervals [Min], 1-120	Max Number of Attempts, (1-20)	Enable Outbound Transfer	Max Incorrect Password Attempts	Password Expiry [Days], (0-365), 0=never expire	Enable Networking		Enable Record Call	Prompt Language	User Interface Style	Command
1		15	3	30	1	Yes	5	3	Yes	9	90	Yes	Yes	No	Primary	NVM	Change
2		15	3	30	1	Yes	5	3	Yes	9	90	Yes	Yes	No	Alternate	N∨M	Change
3		15	7	0	1	Yes	10	5	Yes	9	90	Yes	Yes	No	Primary	N∨M	Change
4		15	7	0	1	Yes	10	5	Yes	9	90	Yes	Yes	No	Alternate	NVM	Change
5		5	3	7	1	No	15	7	No	6	60	No	No	No	Primary	N∨M	Change
6		5	3	7	1	No	15	7	No	6	60	No	No	No	Atternate	NVM	Change
Z		20	2	15	10	Yes	30	9	Yes	4	30	Yes	Yes	No	Primary	N∨M	Change
8		20	2	15	10	Yes	30	9	Yes	4	30	Yes	Yes	No	Atternate	NVM	Change
9		10	3	365	1	Yes	5	3	Yes	9	90	Yes	Yes	No	Primary	NVM	Change
10		10	3	365	1	Yes	5	3	Yes	9	90	Yes	Yes	No	Atternate	NVM	Change
11		30	7	60	2	No	10	5	No	9	90	No	No	No	Primary	NVM	Change
12		30	7	60	2	No	10	5	No	9	90	No	No	No	Alternate	NVM	Change
13		120	10	90	3	Yes	15	7	Yes	6	60	Yes	Yes	No	Primary	NVM	Change
14		120	10	90	3	Yes	15	7	Yes	6	60	Yes	Yes	No	Alternate	NVM	Change
<u>15</u>		120	2	45	5	Yes	30	9	Yes	4	30	Yes	Yes	No	Primary	N∨M	Change
<u>16</u>		120	2	45	5	Yes	30	9	Yes	4	30	Yes	Yes	No	Alternate	NVM	Change



**Note:** The Enable Networking setting is available if you have installed the Message Networking option.

# **Mailbox properties**

You can change these mailbox properties, which are not included in the mailbox Class of Service:

- Company Directory
- Message Waiting Notification
- Outdial type
- Alternate extensions
- Express Messaging Line
- Call Screening

Mailbox properties are not included in a Class of Service. When you add a mailbox, you can change these options without changing the Class of Service.



**Note:** If you use CallPilot Mini, Express Messaging Line and Call Screening are not available.

#### **Company Directory**

The Company Directory is an internal voice list that contains the spoken names of mailbox owners with initialized mailboxes who are assigned to the directory, and the names of other mailboxes that you record a spoken name for, such as Information mailboxes.

When you add a mailbox, you determine whether the mailbox appears in the Company Directory. Even if you do not include a mailbox in the Company Directory the mailbox owner must still record their name when they initialize their mailbox. If the mailbox owner does not record their name in the Company Directory, you can record a spoken name for them by following the procedure "Changing mailbox settings" on page 41.

## **Message Waiting Notification**

Message Waiting Notification gives subscribers a visual indication on their telephone display that they have new messages.

The default value for Message Waiting Notification is Yes. Message Waiting Notification displays **Message for you** on a subscriber's display telephone when they have a message.

When you create Guest Mailboxes, set Message Waiting Notification to No. Guest Mailboxes do not have an operating extension.

## **Outdial type**

If you use CallPilot 150 or Business Communications Manager, you can assign an Outdial type to the mailbox. Outdial is not available for CallPilot Mini. The Outdial type determines which line or line pool the system uses when a mailbox owner wants to use the Reply feature for replying to a message left by an external caller, and when Off-premise Message Notification and Outbound Transfer are used.

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The default for Outdial type is None. The values available are None, Line, Pool or Route. Until you assign a line or line pool as the Outdial type for a mailbox, the mailbox owner can use:

- the Reply feature to reply to calls from internal extensions only
- Off-premise Message Notification for internal extensions only
- Outbound Transfer for internal extensions only

When you assign an Outdial type, all dialing is done by the CallPilot extensions, not by the subscriber's telephone.

Dialing restrictions can be applied to any valid extension on the system.

If you set the Outdial type to anything but None, there is a potential for unauthorized long-distance dialing. You can prevent this by establishing outdialing restrictions.

#### **Auto-Login**

Auto-Login is an option that makes logging on easier. With Auto-Login, subscribers don't have to enter their mailbox number and password. Subscribers with Auto-Login can dial the CallPilot Messaging access number if they use CallPilot Mini, or enter ② 图 1 if they use Business Communications Manager or CallPilot150 and immediately be logged on to their mailbox. They do not have to enter their mailbox number or password. The telephone that subscribers use to Auto-Login must be their primary or alternate telephone. Auto-Login is disabled by default.

#### Alternate extensions

You can assign up to two alternate extensions to each Subscriber Mailbox. If a caller dials the main extension (the extension that has alternate extensions assigned), the call rings at the main extension only.



**Note:** The exception to this is when alternate extensions are assigned an Answer DN for the main extension. If you assign an Answer DNs, calls ring at all the extensions. Answer DNs are assigned to extensions in system programming. For more information refer to your system documentation.

Assign alternate extensions to subscribers who need to have two or three extensions on the same system. For example, an engineer may have a lab phone and a desk phone. When you set up the mailbox, assign the lab phone as the alternate extension. When the engineer is in the lab they see Message Waiting Indication when they receive a message on their primary extension, and they can log on and hear the message in their mailbox.

Only extensions that do not have a mailbox assigned can be used as an alternate extension. There are no default alternate extensions programmed for Subscriber mailboxes.

Alternate extensions receive the same Message Waiting Indication as the primary extension. Mailbox owners who use the Norstar Voice Mail interface can use the Open Mailbox feature (© 9 8 1) from alternate extensions. Subscribers can use the Interrupt feature (© 9 8 7) from the alternate extension the same way as on the primary extension.

#### **Express Messaging Line**

When you create a Subscriber Mailbox, you can assign an Express Messaging Line to it. Instead of assigning an extension number to the Subscriber Mailbox, assign an Express Messaging Line. If you assign an Express Messaging Line, fax and voice calls are left in the Subscriber Mailbox without ringing at the set. Inform the subscriber that they should frequently check their mailbox for messages because they do not receive Message Waiting Notification.

If subscribers have Fax enabled, they can inform people that the Express Messaging Line number is their fax number and have it printed on their business cards.

The line used for Express Messaging must be between 1 and 500. Give the corresponding seven digit phone number associated with the line you assign as the Express Messaging Line to the subscriber. For example, if line 20 is the Express Messaging Line and the corresponding phone number is 555-2424, give this phone number to the subscriber. After you assign a line to a mailbox, you cannot assign the line to another function until you remove it from the mailbox.

The prime set for the Express Messaging Line must be set to the voicemail DN. For more information refer to your system documentation. The Express Messaging default is none. Subscribers must have Fax enabled to receive fax messages on the Express Messaging Line.

Express Messaging is not available for CallPilot Mini.

#### **Call Screening**

Call Screening lets mailbox owners determine who is calling before they accept a call. Call Screening is useful if there is no Caller ID available. The system records the caller's name, calls the mailbox owner's telephone, announces the name of the caller and offers options such as accepting the call or taking a message.

Call Screening applies to external calls dialed by callers using the Auto Attendant or Custom Call Routing (CCR), but not to calls that are routed from a CCR Tree Transfer node. Call Screening also does not apply to internal calls, or calls that are placed to a mailbox owner's dedicated line. If a caller is calling from a line for which the mailbox owner has recorded a Personal Mailbox Greeting, Call Screening is bypassed and the call transfers without delay.

If Call Screening is enabled, CallPilot calls a mailbox owner's telephone that is call forwarded.

The default for Call Screening is No, which means that unless subscribers have CLID they cannot determine who is calling before they answer the call.

Call Screening is not available for CallPilot Mini.

# Restricting outdialing

You can apply dialing restrictions to Nortel Networks Business Series Terminals and the extensions connected to CallPilot 150 or Business Communications Manager. Outdialing is not available for CallPilot Mini.

## To restrict outdialing

Do one of the following:

- In system programming, assign dialing restrictions to the extension numbers that CallPilot is connected to. This restricts all outdialing calls including external transfers from CCR trees, Off-premise Message Notification and Outbound Transfers. Outdialing is done by the extension that CallPilot is connected to. For more information refer to your system documentation.
- In system programming, assign dialing restrictions to the extension of the subscriber. For additional information, refer to your system documentation.
- In system programming, assign dialing restrictions to the lines used for outdialing. For additional information, refer to your system documentation.
- In CallPilot Manager, set the Outdial type for the subscriber's mailbox to None. This restricts outdialing calls from the mailbox. See "Outdial type" on page 28 and "Changing mailbox settings" on page 41 for more information.

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Initializing a mailbox prepares your mailbox to receive messages. A mailbox cannot receive and store messages until it is initialized.

Initializing a mailbox involves:

- · choosing a password from four to eight digits long that does not start with zero
- changing the CallPilot default password to the new password
- recording the mailbox owner's name in the Company Directory

Follow the procedure that pertains to the type of telephone interface you use.

# To initialize a mailbox - Business Communications Manager and CallPilot 150

- 1 Press © 981.
- 2 Log on by following the voice prompts.
- **3** Enter the default password  $\bigcirc$   $\bigcirc$   $\bigcirc$   $\bigcirc$   $\bigcirc$ .

Must change pswd

**4** This display appears briefly to indicate that you must change your password.

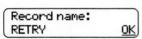
Pswd: RETRY <u>OK</u>

5 Enter a new password from four to eight digits long that does not start with zero.

Press OK or #.

Again: RETRY <u>OK</u>

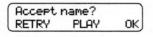
**6** Reenter the new mailbox password and press  $\underline{0K}$  or #.



7 At the tone, record the name in the Company Directory.

Include the mailbox number in the recording, For example, "Pat Smith, mailbox 5813."

Press  $\underline{0}\underline{K}$  or  $\underline{\#}$  to end the recording.



- 8 Press OK or # to accept the recording or press PLAY or 1 to listen to the recording or press RETRY or 2 to re-record your name.
- **9** Press **•** to end the session.

#### To initialize a mailbox - CallPilot Mini

- 1 Dial the CallPilot Messaging access number, then enter the mailbox number and press # .
- **2** Enter the default password, then press # . The default password is 0 0 0 0.
- 3 Enter a new password from four to eight digits long that does not start with zero, and press # .
- 4 Reenter the new mailbox password and press #.
- 5 At the tone, record the name in the Company Directory.
  Include the mailbox number in the recording, For example, "Pat Smith, mailbox 5813."
  Press # to end the recording.
- Press # to accept the recording or press 1 to listen to the recording or press 2 to re-record your name.
- 7 Hang up to end the session.

# Checking which mailbox interface you use

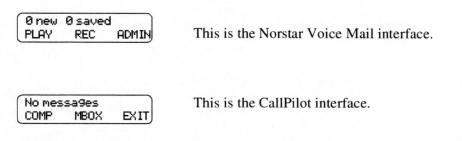
CallPilot supports two interfaces: Norstar Voice Mail and CallPilot. You determine which interface is assigned to mailboxes.

Use this procedure to check which mailbox interface you use, then follow the procedures in the guide that apply to your interface. Some procedures apply to both interfaces.

If you use CallPilot Mini, you use CallPilot interface voice prompts rather than a telephone interface. For information about CallPilot Mini voice prompts refer to "CallPilot Mini voice prompts" on page 12.

# To check which mailbox interface you use

- 1 Press © 981.
  Follow the voice prompts or the display button options to open your mailbox.
- 2 Check the display to see which interface you use:



**3** Press **•** to end the session.

# Chapter 4 Working with mailboxes

# Adding a Subscriber mailbox

If you want to create multiple Subscriber mailboxes, refer to "Adding many mailboxes" on page 38 for more information.

#### To add a Subscriber mailbox

- 1 Click the Mailbox Administration heading.
- 2 Click the Add Mailbox link. The Add Mailbox page appears.
- 3 In the Mailbox box, type the mailbox number.
- 4 From the Mailbox Type list box, select Subscriber.
- Click the Submit button.The Subscriber Mailbox page appears for the mailbox.
- 6 In the Extension box, type the extension.
- 7 In the Last Name and the First Name boxes, type the mailbox owner's last and first names. Do not create a name that starts with the number 1, for example "1Smith".
- **8** From the Class Of Service list box, select a Class of Service.
- 9 Clear the Display in Directory check box if you do not want the mailbox owner's name to appear in the Company Directory.
- 10 Clear the Enable Message Waiting check box if you do not want message notification to appear on the mailbox owner's telephone display.
- 11 From the Outdial Type list box:
  - select Line and type the specific outgoing line you want to assign for outdialing or
  - select Pool and type the Line Pool number you want to assign for outdialing
  - select Route to assign a route code for outdialing
  - or
  - click None if you do not want to assign outdialing capabilities.
  - Outdialing is not available for CallPilot Mini.
- 12 Select the Enable Auto-Login box if you want to assign Auto-Login to the subscriber.
- 13 In the Alternate Ext 1 box, type the Alternate extension. If you do not require an alternate extension leave this box empty.
- 14 In the Alternate Ext 2 box, type the second Alternate extension. If you do not require a second alternate extension leave this box empty.
- 15 Select the Enable Call Screening check box to assign screened transfers to the mailbox owner or clear the Call Screening check box to assign blind transfers to the mailbox owner. Call Screening is not available for CallPilot Mini.
- 16 If you want to assign an Express Messaging Line to the mailbox, in the Express Messaging Line box type the line number.
  Express Messaging is not available for CallPilot Mini.
- 17 Click the Submit button.

# Adding a Guest mailbox

Assign all Guest mailboxes numbers that begin with the same digit. This helps you identify the mailbox type.

#### To add a Guest mailbox

- 1 Click the Mailbox Administration heading.
- 2 Click the Add Mailbox link. The Add Mailbox screen appears.
- 3 In the Mailbox box, type the mailbox number.
- 4 From the Mailbox Type list box, select Subscriber.
- Click the Submit button.The Subscriber Mailbox page appears for the mailbox.
- 6 Leave the Extension box blank.
- 7 In the Last Name box, type the mailbox owner's last name.

  The last name can be a maximum of 15 characters. Do not create a name that starts with the number 1, for example "1Smith".
- 8 In the **First Name** box, type the mailbox owner's first name. The first name can be a maximum of 15 characters.
- 9 From the Class of Service list box, select a Class of Service.
- 10 Select the **Display In Directory** check box if you want the mailbox owner's name to appear in the Company Directory.
- 11 Do not select the Enable Message Waiting check box.
- 12 From the Outdial Type list box select an outdialing type. For more information refer to "Outdial type" on page 28. Outdialing is not available for CallPilot Mini.
- 13 Do not select the Enable Auto-Login box.
- 14 Leave the Alternate Ext 1 check box blank.
- 15 Leave the Alternate Ext 2 check box blank.
- 16 Ensure the Enable Call Screening check box is clear. Guest mailboxes must have blind transfers. Call Screening is not available for CallPilot Mini.
- 17 If you want to assign an Express Messaging Line to the Guest mailbox, type the line number in the Express Messaging Line box. Express Messaging is not available for CallPilot Mini.
- 18 Click the Submit button.

# Adding an Information mailbox

Assign all Information mailboxes numbers that begin with the same digit. This helps you identify the mailbox type.

#### To add an Information mailbox

- 1 Click the Mailbox Administration heading.
- 2 Click the Add Mailbox link. The Add Mailbox page appears.
- 3 In the Mailbox box, type the mailbox number.
- 4 From the Mailbox Type list box, select Information.
- Click the Submit button.The Information mailbox screen appears for the mailbox.
- 6 In the **Last Name** and the **First Name** boxes, type a name for the mailbox. The combined characters for the last name and the first name can be a maximum of 15 characters. Do not create a name that starts with the number 1, for example "IInfo".
- 7 From the Class of Service list box, select a Class of Service.

  Assign a Class of Service that has the maximum message length. To accommodate an average Information mailbox recorded message assign a Class of Service of either 7 or 8. These Classes of Service have a greeting length of 10 minutes.
- 8 Select the **Display in Directory** check box if you want the mailbox owner's name to appear in the Company Directory.
- 9 Click the Submit button.

# Adding many mailboxes

You can save time by creating multiple mailboxes when you set up CallPilot for the first time, or when you need to add a large number of mailboxes to your system. Adding many mailboxes creates Subscriber mailboxes for the range of extensions that you define. You must use extensions that are not already assigned to mailboxes.

To make the most effective use of adding multiple mailboxes, identify people who need a non-standard Subscriber mailbox. Create these mailboxes individually. Use Add Many Mailboxes to add the remaining mailboxes.

The mailboxes you create using Add Many Mailboxes have these characteristics:

- The mailbox number is the same as the extension number.
- The mailboxes have the same settings for Class of Service, Call Screening, Message Waiting, Outdialing and Display in Directory.
- The mailbox name is taken from the extension names assigned on your system. If extension names are not programmed, the mailbox number is used.
- The mailboxes created are uninitialized and ready for initialization by mailbox owners.
- Mailboxes are added only if a working extension number is found on the system that matches
  the mailbox number.

#### A mailbox is not created if:

- a mailbox with the same number already exists
- · the extension is used by another mailbox
- · the extension is identified as a CallPilot voice port
- the extension is not working

## To add multiple mailboxes

- 1 Click the Mailbox Administration heading.
- 2 Click the Add Many Mailboxes link. The Add Many Mailboxes screen appears.
- 3 In the From Extension box, type the extension you want to start creating mailboxes from.
- 4 In the To Extension box, type the extension you want to stop creating mailboxes at.
- 5 From the Class Of Service list box, select a Class of Service.
- 6 Select the **Display in Directory** check box if you want the mailbox owner's name to appear in the Company Directory.
- 7 Select the Enable Message Waiting check box if you want Message Notification to appear on the mailbox owner's telephone display.

8 From the Outdial Type list box, select Line and type the specific outgoing line you want to assign for outdialing

or

click Pool and type the Line Pool number you want to assign for outdialing

or

click Route to assign a route code for outdialing

or

click None if you do not want to assign outdialing capabilities.

Outdialing is not available for CallPilot Mini.

- 9 Select the Enable Call Screening check box to assign screened transfers to the mailbox owner, or clear the Call Screening check box to assign blind transfers to the mailbox owner. Call Screening is not available for CallPilot Mini.
- 10 Click the Submit button.

# About mailbox passwords

Each mailbox is protected by a password established by the mailbox owner. When you add a mailbox to CallPilot Manager, the password 0000 is assigned. This is the default password.

To use a mailbox, a mailbox owner must change the default password. The new password must be four to eight digits in length and cannot start with a zero.

If a mailbox owner cannot remember the password, you can reset the password to the default password 0000. Refer to "To reset a mailbox password" on page 41.



**Note:** Change the System Administrator password frequently to minimize the risk of unauthorized activity.

#### Incorrect password lock-out

In its Class of Service each mailbox is assigned a maximum number of incorrect password attempts. CallPilot records the number of incorrect attempts from the last time the mailbox was accessed successfully. If the number is exceeded, the mailbox owner is "locked-out". The mailbox cannot be opened until the password is reset. Refer to "To reset a mailbox password" on page 41.

#### Password expiry

In its Class of Service each mailbox is assigned the maximum number of days a password remains active. If the maximum number of days is exceeded, the mailbox password expires. The mailbox owner can open the mailbox, but cannot access messages or perform other mailbox functions until they change the password. Unless the telephone has a two-line display, this announcement plays when the mailbox is opened after the password expires:

"Your current password has expired. You must change your password. Please enter your new password and press #]."

After the new password is entered the mailbox returns to normal operation.



**Note:** Set the Class of Service for password expiry to a low value so that mailbox owners must change their password frequently. Mailboxes with a Class of Service with a high or indefinite password expiry interval setting have an increased likelihood of unauthorized use of the CallPilot or Business Communications Manager system.

# **Changing mailbox settings**

After you add a mailbox, you can:

- reset the mailbox password
- change the mailbox properties
- edit a Class of Service

## To reset a mailbox password

- 1 Click the **Mailbox Admin** heading. The Mailbox List page appears.
- 2 Click the **Reset Password** link for the mailbox you want to reset the password for. A message appears that asks you to confirm your request to change the password.
- 3 Click the **OK** button.



**Note:** Reset a password only if the mailbox owner forgets it or is "locked-out". The password for the reset mailbox is 0000. Mailbox owners cannot access their messages until they change the default password. After you reset a mailbox password, tell the mailbox owner to change the default password as soon as possible. While the mailbox has the default password, the mailbox is vulnerable to unauthorized access.

## To change mailbox properties

- 1 Click the **Mailbox Admin** heading. The Mailbox List page appears.
- 2 Click the Change link of the mailbox you want to modify. The page appears for the mailbox you select.
- Modify the properties you want to change. For more information on mailbox properties, refer to "Mailbox properties" on page 28.
- 4 Click the **Submit** button.

# Viewing or editing a Class of Service

For information on the Class of Service settings, refer to "Mailbox Class of Service" on page 26.

#### To edit a Class of Service

- 1 Click the Mailbox Administration heading.
- Click the Class of Service link. The Class of Service page appears.
- Click the Change link for the Class of Service you want to change. The Class of Service page appears for the Class of Service you select.
- If you want to change the name, in the **Name** box type the new name.
- If you want to change the maximum mailbox message time, in the Max Mailbox Msg Time box type a value from 1 - 180 minutes.
- If you want to change the maximum message length, in the Max Message Length box type a value from 1 - 60 minutes if you use Business Communications Manager, or 1 - 30 minutes of you use CallPilot 150 or CallPilot Mini.
- 7 If you want to change the message retention period, in the Message Retention Period box type a value from 1 - 365 days, or type 0 if you do not want messages to be purged.
- If you want to change the maximum greeting length, in the Max Greeting Length box type a value from 1 - 30 minutes.
- If you want change the Off-premise Message Notification setting, select or clear the Enable Off-premise Msg Notification check box.
- 10 If you want to change the amount of time between retry intervals for message delivery, in the **Retry Intervals** box type a value from 1 - 120 minutes.
- 11 If you want to change the maximum number of attempts for message delivery, in the Max Number of Attempts box type a value from 1 - 20.
- 12 If you want to change the Outbound Transfer setting, select or clear the Enable Outbound Transfer check box.
- 13 If you want to change the maximum number of incorrect password attempts, in the Max **Number of Attempts** box type a value from 1 - 20.
- 14 If you want to change the password expiry setting, in the **Password Expiry** box type a value from 1-365 days, or type 0 if you do not want the password to expire.
- 15 If you want to change the networking setting, select or clear the Enable Networking check box. This check box appears only if the Message Networking option is installed.
- 16 If you want to change the personal attendant setting, select or clear the Enable Personal Attendant check box.
- 17 If you want to change the record call setting, select or clear the Enable Record Call check box. Call Recording is not available for CallPilot Mini.
- 18 If you want to change the prompt language, select a language from the Prompt Language list box.

- 19 If you want to change the user interface and you use a Norstar system, select a user interface from the User Interface list box.
- 20 If you use CallPilot Mini and you want to change the Restriction Permission List assigned to the COS, select a new number from the Restriction Permission List list box.
- 21 Click the Submit button.

## **Deleting a mailbox**

Before you delete a mailbox, ensure the mailbox owner has listened to all their messages. When a mailbox is deleted, all messages stored in that mailbox are deleted and the mailbox is deleted automatically from the Company Directory and all Group Lists.

If you are deleting a mailbox associated with a CCR Tree, make sure you remove the mailbox from the CCR Tree first. If you do not delete the mailbox, an error message appears.

You cannot delete a mailbox if:

- it is currently in use
- it is a target in the CLID table or a CCR Tree
- it is used as a skillset mailbox
- it is the System Administrator or the General Delivery Mailbox

#### To delete a mailbox

- 1 Click the **Mailbox Administration** heading. The Mailbox List page appears.
- 2 Click the Delete link for the mailbox you want to delete. A message appears that asks you to confirm the deletion.
- 3 Click the **OK** button.

# **About Group Lists**

With Group Lists you can send messages to multiple recipients. You can create a maximum of 99 Group Lists on your system. Each Group List can contain a maximum of 300 mailboxes. Before you add Group Lists, prepare a group mailbox member list. This list must contain:

- the Group List name maximum 16 characters long
- the mailbox numbers to include in the group

After you create a Group List, you can change the mailboxes included in the list, record a new list name, view the Group List, or delete the Group List.

## **About Group List Numbers**

During system installation, a number from 0 to 9 (default 9) is assigned as the Group List leading digit. For example, the default Group List numbers are 901 to 999. If the leading digit is 5, the Group List numbers are 501 to 599. Group List numbers are three digits long.

You can change the Group List leading digit. For more information on changing the Group List leading digit, refer to "Setting the system properties" on page 97.

The Group List number acts like a mailbox number when you leave a message for the mailboxes in the Group List. The table below shows two sample Group Lists.

This table shows an example of a Group List

Group List number	Name	Mailbox number
901	Sales	224
		223
		233
902	Shipping	227
		221

## Adding a Group List

A mailbox must be initialized before you can add it to a Group List. For how to initialize a mailbox, refer to "Initializing a mailbox" on page 32.

## To add a Group List

- 1 Click the Mailbox Administration heading.
- 2 Click the **Group Lists** link. The Group Lists page appears.
- 3 If the Fax option is installed, select either **Fax** or **Voice** as the type of Group List you are adding. Fax is not available on CallPilot 150 or CallPilot Mini.
- 4 Click the Add button.
  The Group List page appears with the new Group List shown.
- Click the Change button.The Group List Properties page appears.
- 6 Click the Voice button and follow the steps in "Recording greetings, prompts and names" on page 47 to record a spoken Group List name from your computer or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded Group List name.
- 7 In the **Display Name** box, type the new Group List name. Do not create a name that starts with the number 1, for example "1Group".
- 8 Click the **Submit** button.

  The Group Lists page appears with the new Group List added.
- 9 Click the Members link. The Members List page appears.
- **10** Click the **Add** button. The Add Members page appears.
- 11 Select each mailbox that you want to add to the Group List.
- 12 Click the **Submit** button.

  The Members List page appears, showing the mailboxes you selected.
- 13 Click the Close button.

## **Changing a Group List**

You can change a Group List name and members at any time. You cannot change a Group List number. To change a Group List number, you must delete the Group List and add new member mailbox numbers as a new Group List. For more information, refer to "Adding a Group List" on page 45.

## To change a Group List

- 1 Click the Mailbox Administration heading.
- 2 Click the **Group Lists** link. The Group Lists page appears.
- **3** If you want to change the Group List recording:
  - Click the Change link
  - Follow the steps in "Recording greetings, prompts and names" on page 47
- 4 If you want to change the Group List display name:
  - · Click the Change link
  - In the **Display Name** box type the new Group List name
- 5 If you want to change the Group List members:
  - Click the Members link.
  - Click the Add button.
  - Select the members you want to add.
  - Click the Submit button.
  - Click the Close button.
- **6** If you want to delete the Group List members:
  - Click the **Delete** link.
     A message appears that asks you to confirm the deletion.
  - Click the OK button.

# Chapter 5 Recording greetings, prompts and names

# Recording greetings, prompts and names

With CallPilot Manager you can:

- record and listen to greetings and prompts from a telephone handset
- export greetings and prompts (available on Business Communications Manager only)
- use computer files as greetings or prompts (available on Business Communications Manager only)

With CallPilot Manager you can record and import:

- Auto Attendant prompts and greetings.
   See "Recording a Company Greeting" on page 55 and "Recording a Custom Menu" on page 60
- Group List names. See "Adding a Group List" on page 45
- CCR prompts and greetings.
   See "Creating a Home node" on page 75
   "Adding nodes to the Home node" on page 79 and
   "Adding an Information mailbox" on page 37
- Mailbox names.
   See "Working with mailboxes" on page 35.
- If you use CallPilot options such as Message Networking or Call Center, you can record network site names and Call Center greetings. See the CallPilot Message Networking Set Up and Operation Guide and the Call Center Set Up and Operation Guide for details.

## To record a greeting, prompt or name

For best results, use a telephone that is attached to the same switch as your voicemail system. Avoid using wireless telephones.

- Click the Voice link.
   The page you can record greetings and prompts from appears.
- 2 In the Connect to box, type the extension number or telephone number you are using to record the greeting or prompt.
  - For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dial the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 3 Click the **Dial** button. The telephone rings.

- 4 Pick up the handset. Do not use Handsfree. Click the **Record** button. After the tone, record your greeting or prompt.
- 5 After you finish recording, click the **Stop** button.
- To listen to the recording, click the **Play** button or to save the recording, click the **Save** button. Your recording will not be saved if you hang up the telephone before you click the Save button.
- 7 Click the Close button and replace your telephone handset. The next time you play or record, the phone number shown in the Connect to box is dialed. You do not need to hang up each time. The connection remains for several minutes, even if you close the window. You can access another greeting or prompt without having to re-answer your telephone. The connection disconnects after several minutes of inactivity, or if you log off CallPilot Manager.
- 8 To listen to the prompt, click the Play button or to save the recording, click the Save button. The recording replaces the original prompt or greeting.
- **9** Click the Close button and replace the telephone handset.

# Importing greetings, prompts or names

If you use Business Communications Manager, you can import a previously recorded greeting or prompt. You cannot import a previously recorded greeting or prompt if you use CallPilot 150 or CallPilot Mini.

The WAV file format must be:

- Bit Rate 8 KHz
- Audio sample size 16 bit
- Channels 1 (mono)
- Audio format PCM

## To import a previously recorded greeting, prompt or name

- 1 Click the Voice link.
- 2 If you know the location of the greeting or prompt, in the **Import** box type the location of the file and click the **Send** button

or

if you do not know the location of the greeting or prompt, at the **Import** option click the **Browse** button and follow steps 3 to 7.

The Open dialog box appears.

- 3 From the Look in list, select the location of the file.
- 4 In the **File name** box, type the file name.
- 5 From the **Files of type** list, select the file type.
- 6 Click the Open button.
- 7 Click the **Send** button.
- 8 To play the greeting or prompt, in the Connect to box type an extension or telephone number and click the **Dial** button.
  Your telephone rings.
- **9** Answer the phone and click the **Play** button to listen to the greeting or prompt.
- 10 Click the Save button to save the greeting or prompt.
  The greeting or prompt that you save replaces the original prompt or greeting.
- 11 Click the Close button and replace the telephone handset.

# Exporting greetings, prompts or names

If you use Business Communications Manager, you can export a previously recorded greeting or prompt to a computer file in WAV or in its native format. You cannot export a previously recorded greeting or prompt if you use CallPilot 150 or CallPilot Mini.

Export the greeting or prompt in its native format if you want to re-import the file later. You can re-import the file to your system or another voicemail system. Export the file in its native format if you want to use the same company greetings or Auto Attendant prompts at different company locations. If you keep the file in its native format, you avoid converting the file to another format, which can lessen its sound quality.

Export the greeting or prompt in WAV format if you want to edit the sound file on your computer.

## To export a previously recorded greeting, prompt or name

- 1 Click the Voice link.
- 2 At the Export option click either the Native Encoding or WAV Encoding link. The File Download dialog box appears.
- 3 Click Save this file to disk and click the OK button. The Save As dialog box appears.
- 4 From the Save in list box, navigate to where you want to save the file and click the Save button.

# **Chapter 6 Setting up the Auto Attendant**

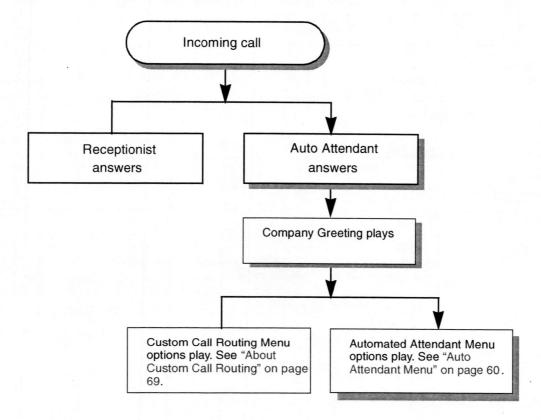
### **About the Auto Attendant**

The Auto Attendant can answer your company's incoming telephone calls from an external user. The Auto Attendant plays a prerecorded greeting selected from the Greeting Table, according to the time of day.

You can record and assign different greetings to the Greeting Table. The Greeting Table parameters control the Auto Attendant. Greeting Table parameters include custom prompts, and whether outside callers hear the Auto Attendant menu or a Custom Call Routing menu. You can specify which greetings play for particular calls. For example, you can program the system so that callers hear one greeting when they call the sales number, and a different greeting when they call the customer support number.

The Auto Attendant Menu offers callers a range of options that they can select using the dialpad of their telephone. If you want to offer a greater range of options and services for incoming calls, you can assign a Custom Call Routing (CCR) menu to play. Callers will be directed to the Auto Attendant unless you have configured a CCR Tree. See "Planning a CCR Tree" on page 71 for information on creating a CCR menu.

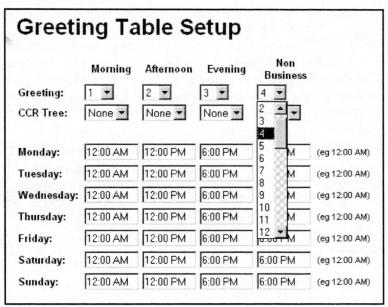
#### Auto Attendant answering overview



# **Greeting Tables**

A Greeting Table stores the recordings played by the Auto Attendant to the incoming callers. CallPilot150 and Business Communications Manager have four greeting tables which can be assigned to individual incoming lines. CallPilot Mini has one greeting table.

You can store a total of 40 Company Greetings, but only four greetings can be assigned to a Greeting Table at any one time. If you use CallPilot 150 or Business Communications Manager, you can assign the same four greetings to each table, or you can assign unique greetings for each table.



We recommend using greetings 1 through 16 as your daily business greetings, and greetings 17 through 40 as special greetings. Each Greeting Table is divided into four times of day. This table shows the default times of day.

Greeting Type	Default start times
Morning	12:00 midnight
Afternoon	12:00 noon
Evening	6:00 pm
Non-business	6:00 pm If default hours are used, the Evening Greeting is not played. You can turn the Non-business Greeting on and off using the Business Status feature. For information about setting the Business Status refer to "Setting the Business Status" on page 129.

### Greeting Tables using the alternate language

If you use CallPilot Mini you have one Greeting Table. If you use two languages, record the primary prompts in the primary language and the alternate prompts in the alternate language.

If you use CallPilot 150 or Business Communications Manager you have four Greeting Tables. If you use primary and alternate languages, we recommend that you assign one Greeting Table to the alternate language. For example, if your company has two incoming lines and you want to have one line assigned to the alternate language, assign the line to the Greeting Table that has greetings recorded in the alternate language. You can record greetings 5, 6, 7 and 8 in the alternate language and assign the greetings to Greeting Table 2 for line 2.

# **About Company Greetings**

Before you record your Company Greetings, decide what type of greetings you want to use for the incoming calls, and what you want the greetings to say. There are four greeting times that reflect the Morning, Afternoon, Evening and Non-business hours. You can prepare four greetings, or you can use the same greeting for each time of day. As you record the greetings, number them from 1 to 4.

An example greeting for each time of day:

- 1 Morning Greeting: "Good morning. You have reached Touchstone Marketing."
- 2 Afternoon Greeting: "Good afternoon. You have reached Touchstone Marketing."
- 3 Evening Greeting: "Good evening. You have reached Touchstone Marketing."
- **4** Non-business Greeting: "You have reached Touchstone Marketing. Our business hours are Monday to Friday from 8:00 a.m. to 5:00 p.m. Please stay on the line and leave a message. Thank you for calling."

Greetings 1 through 4 are assigned by default to all Greeting Tables. This means that Greeting 1 plays as the Morning Greeting for Greeting Table 1, 2, 3 and 4.

If you use only one Greeting Table, the numbered greetings you record from 1 to 4 play automatically. You do not have to assign Greetings 1 to 4 to the table, but you must select the language preference.

If you use a Primary and Alternate Language, record the option 9 instruction in the Alternate Language. In the option 9 instruction you tell callers to press 9 for the Alternate Language. For example, if you use English as your Primary Language and French as your Alternate Language, your main greeting can be in English and the option 9 instruction can be in French. For example:

"Good morning. This is Touchstone Marketing. To use our voice messaging service in French, please press 9."

Company Greetings can be 0 to 10 minutes in duration. If you need to change the greeting duration, you must change the Class of Service assigned to the System Administrator Mailbox. For information on how to change the setting, refer to "Changing mailbox settings" on page 41.

After you decide what you want your greetings to say, practice recording them. Remember to speak slowly and clearly at a speed that is easy to understand.

# **Recording a Company Greeting**

## To record a Company Greeting

- Click the Auto-Attendant heading.
- 2 Click the Company Greetings link. The Company Greetings screen appears.
- 3 Click the Voice link for the greeting you want to record and

follow the steps in "Recording greetings, prompts and names" on page 47 to record a greeting from your computer or telephone handset

follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded greeting.

# Setting up a Greeting Table

To set up a Greeting Table, complete the following procedures to:

- assign a greeting to a Greeting Table
- assign a CCR Tree to a Greeting Table (optional)
- set the business hours
- assign a language preference
- assign a Greeting Table Attendant
- assign a key that lets callers repeat the current menu (optional)
- record Custom Menu prompts if you want to replace the default Auto Attendant Menu



Note: You must build a CCR Tree before you can assign it. For more information, refer to "Planning a CCR Tree" on page 71.

# **Assigning greetings to Greeting Tables**

In a Greeting Table you can assign what greeting plays and what CCR Tree calls route to, depending on the time of day. You do not have to assign a CCR Tree to a Greeting Table, but if you want to assign a CCR Tree to a Greeting Table you must build it first.

If you do not assign a CCR Tree to a Greeting Table, the caller hears the greeting you assign, then hears the Auto Attendant menu prompt. If you assign a greeting and a CCR Tree to a Greeting Table, the caller hears the greeting you assign and then is routed to a CCR Tree.

## To assign greetings to a Greeting Table

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- 3 If you use CallPilot 150 or Business Communications Manager 3.0, click the **Change** link of the Greeting Table you want to set up.
- 4 From the Morning, Afternoon, Evening and Non-business list boxes, select the greeting numbers you want to use.
- 5 From the CCR Tree list boxes, select the CCR Tree you want calls to route to for each time of day. If you do not want calls to route to a CCR Tree, select None.

# Setting the business hours

Setting the Business Hours determines when each greeting is played on the Greeting Tables. Business Hours are divided into Morning, Afternoon, Evening, and Non-business hours for each of the seven days of the week for each Greeting Table.

### To set the business hours

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- 3 If you use CallPilot 150 or Business Communications Manager 3.0, click the **Change** link of the Greeting Table you want to set up.
- 4 For the day of the week you want to configure, type a start time in the Morning, Afternoon, Evening and Non-business boxes.
- 5 Click the Submit button.

For days that your business is not open, set all the start times to 12:00 a.m. (midnight). The Non-business greeting plays throughout the day. You can turn the Non-business greeting on and off using the Business Open feature. If you do not set the business status to open, the Non-business greeting plays until you change the business status to open. For information on the Business Open setting, see "Changing the Business Open setting" on page 123.

# **Assigning a Greeting Table Attendant**

Callers who press ① during the Auto Attendant menu or while they are in a CCR Tree are sent to the Attendant Extension that you assign in the Greeting Table. The Greeting Table Attendant Extension overrides the designated Operator Attendant.

## To assign a Greeting Table Attendant

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- 3 If you use CallPilot 150 or Business Communications Manager 3.0, click the Change link of the Greeting Table you want to set up.
- 4 In the Attendant Extension box, type the extension of the Greeting Table Attendant.
- 5 Click the **Submit** button.

## **Attendant Console settings for CallPilot Mini**

If you use Attendant Console on CallPilot Mini:

- When you use Night Service, if you want all of the incoming calls to the Attendant Console to be forwarded to the Auto Attendant, you must set the Night Service DN to the CallPilot DN. You do this through your M1 programming. For information about how to do this refer to sections LD14 and LD15 in the Software Input/Output Guide Administration Document Number: 553-3001-311, Document Release: Standard 9.00, Date: January 2002.
- When you use Night Service, you must also change the Greeting Table Attendant extension to
  the extension of person responsible in answering all incoming calls during Non-Business
  hours. For example, this can be the Front Desk or Security. To do this follow the procedure
  "To assign a Greeting Table Attendant" on page 57.

Caution: To avoid an endless loop when you are in Night Service, make sure that you set a valid attendant extension in the Greeting Table page. This extension cannot be the Attendant Console DN.

• When you use Day Service, to have callers reach the Attendant Console, set the Operator Settings Attendant and the Greeting Table Attendant to the Attendant console DN. When callers press "0" to reach an attendant, the calls will be directed to the Attendant Console. You do this by setting both the Operator Attendant extension on the Operator settings page and the Greeting Table Attendant to the Meridian 1 Attendant DN. For how to change the Attendant settings refer to "Changing the Attendant default extension" on page 124.

# Assigning a language preference

After you assign greetings to the Greeting Table, assign the language preference. You can change the language preference any time. You can set the language preference for a Greeting Table. This setting determines which language the Auto Attendant uses when answering incoming calls. If you have not selected the CallPilot Bilingual Option, you do not need to select a language preference in the Greeting Table.

## To assign a language preference

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- **3** If you use CallPilot 150 or Business Communications Manager 3.0, click the **Change** link of the Greeting Table you want to set up.
- 4 From the Language Preference list box, select Primary to use the Primary Language or select Alternate to use the Alternate Language.
- 5 Click the **Submit** button.

# Assigning a menu repeat key

Choose a digit that lets callers repeat the current menu prompt. The Menu Repeat Key takes priority over any CCR Tree or Auto Attendant menu items that are already configured, and applies to all CCR Trees and Auto Attendant menus in the Greeting Table. If you choose 0 as the Menu Repeat Key, it prevents callers from being able to revert to the Attendant, in favor of Menu Repeat.

## To assign a menu repeat key

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- 3 If you use CallPilot 150 or Business Communications Manager 3.0, click the **Change** link of the Greeting Table you want to set up.
- 4 From the **Menu Repeat Key** list box, choose a digit that lets callers repeat the current menu prompt.
- 5 Click the **Submit** button.

### **Auto Attendant Menu**

The Auto Attendant Menu plays after the Company Greeting, and when an internal mailbox owner with a one line display telephone accesses the Auto Attendant.

The default Auto Attendant Menu prompt is: "Using the dialpad, please enter the extension you wish to call. To use the directory, press # . To leave a message, press # . To reach an Operator, press  $\boxed{0}$ ."

# **Recording a Custom Menu**

If you do not want to use the default Auto Attendant Menu prompts, you can enable the Custom Auto-Attendant Menu Prompts in the Greeting Table page. You can record a prompt from your computer or your telephone handset, or you can select a previously recorded prompt.

With a Custom Menu prompt you can provide callers with a list of options such as choosing the Alternate Language, accessing the Company Directory or reaching an Operator. A Greeting Table has two Custom Menu prompts: one for a Primary prompt and one for an Alternate prompt, for example "Press [9] for French".



**Note:** We recommend that you record prompts that are at least eight seconds long.

## To record a Custom Menu prompt

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- **3** If you use CallPilot 150 or Business Communications Manager 3.0, click the **Change** link of the Greeting Table you want to set up.
- 4 At the Custom Auto-Attendant Menu Prompts option, select the Enable check box.
- To record the primary and the alternate prompts, click the **Voice** button and follow the steps in "Recording greetings, prompts and names" on page 47 to record a greeting or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded greeting.

# **Setting the Auto Attendant properties**

The Auto Attendant properties control the Auto Attendant properties across your system.

## To set the Auto Attendant properties

- Click the Auto-Attendant heading.
- Click the General Properties link. The Auto-Attendant Properties page appears.
- Set the properties that apply to all Greeting Tables:

Return to Auto-Attendant	Determines what happens after a caller listens to an Information mailbox or leaves a message.  If you select the Return to AA check box, the caller returns to the mair Auto Attendant prompt and can make another selection. If you do not select Return to AA, the caller disconnects after completing the action
Touchtone Gate	Determines whether Touchtone Gate is used and whether a Standard or Custom greeting is used. For information about Touchtone Gate refer to "About Touchtone Gate" on page 62.
	<b>None</b> : Disables Touchtone Gate and sends callers from the Company Greeting to the Auto Attendant or the CCR Tree set in the Greeting Table.
	Standard: After they hear the Company Greeting, callers must press an indicated key if they have tone capability. Callers transfer to the Auto Attendant or Custom Call Routing Tree specified by the Greeting Table. If they do not respond, callers go to the Operator attendant. If there is no system attendant, callers go to the General Delivery Mailbox. If the General Delivery Mailbox is disabled the call disconnects.
	Greeting 1 - 40: Uses a custom greeting instead of the standard greeting. Select a Company Greeting that is not used in any Greeting Table.
	Set Touchtone Gate to None if most callers have tone capability.
	Use Standard or Custom only in areas where most callers do not have tone capability.

4 Click the Submit button.

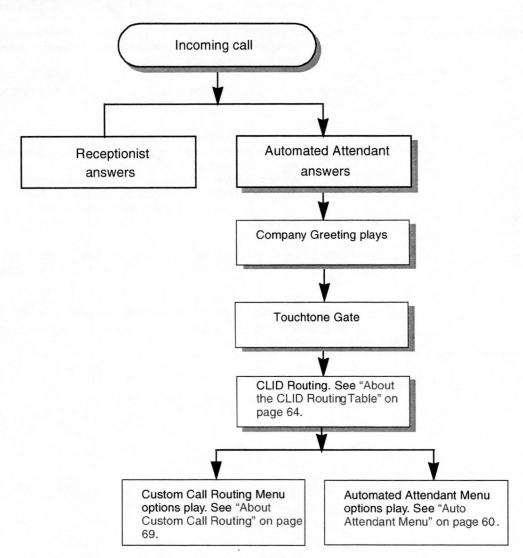
### **About Touchtone Gate**

Touchtone Gate is a feature that allows CallPilot to accept calls from both rotary (pulse dial) and touchtone telephone sets.

With Touchtone Gate you can have the standard voice prompt play or you can record your own custom prompt. If you choose the standard prompt, the following prompt plays after your Company Greeting: "If you are calling from a touchtone telephone, please press 1 now. If you are a rotary caller, please hold and you will be transferred."

When the tone for a digit is received, the call goes to the Auto Attendant or CCR Tree. If no tone is received, the call is sent back to the receptionist or designated Operator specified by the Greeting Table. If the attendant is not available, the call is directed to the General Delivery Mailbox. If the General Delivery Mailbox is not available, the call is disconnected.

#### **Touchtone Gate overview**



The Touchtone Gate voice prompt is not played to internal callers. For internal callers on CallPilot 150 or Business Communications Manager, the Touchtone Gate voice prompt is not played when they use Feature 981 or Feature 986.

If you disable Touchtone Gate, re-record the Company Greeting to include "If you are calling from a tone dial telephone, please dial the extension number or press # for the company directory. If not, please hold and you will be transferred to the operator."



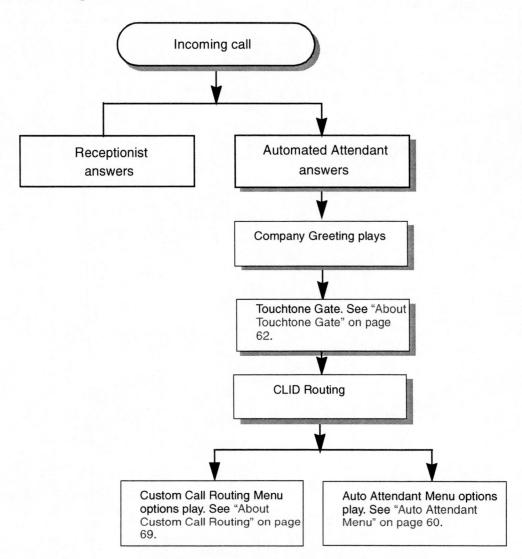
**Note:** If you want to use a custom prompt, you must record it before you enable Touchtone Gate. It is recommended that you use Greeting 40 as the custom Touchtone Gate prompt. For more information on recording Greetings, refer to "Recording a Company Greeting" on page 55.

# **About the CLID Routing Table**

Set up a CLID Routing Table to control how calls are routed based on their Caller Identification. The CLID Routing Table routes recognized incoming telephone numbers to the appropriate destinations. You can set up the CLID Routing Table to direct frequent callers to a specific extension or mailbox, CCR Tree or Greeting Table.

To use a CLID Table, your incoming lines must be equipped with Caller Identification service on analog lines or Automatic Number Identification (ANI) service on Primary Rate Interface (PRI) digital lines.

### **CLID** Routing overview



If an incoming call has a CLID value that matches an entry in the CLID Routing Table, the call is directed according to the CLID Routing Table rather than the Greeting Table. After the call is directed, the call disconnects or returns to the routing according to the Return to Auto-Attendant setting. For more information about the Return to Auto-Attendant setting, refer to "Setting the Auto Attendant properties" on page 61.

You can record your CLID Routing Table entries in the table CLID Routing Table section of the *CallPilot Programming Record*.

Telephone numbers in the CLID Routing Table are sorted in numerical order, from the longest number to the shortest. For example:

Destination number	Table entry	Incoming call example
1	313	Incoming number 3148888 does not match any destination.
2	416598	Incoming number 4165981111 matches destination 2.
3	416	Incoming number 4169998888 matches destination 3.
4	5198853895	Incoming number 5198853895 matches destination 4.
5	519	Incoming number 5198853896 matches destination 5.

For the CLID Routing Table to work, your company must:

- subscribe to CLID or ANI services from your local telephone company
- have the appropriate hardware for your system (Refer to your system documentation for the hardware you require to support CLID)

# **Setting up a CLID Routing Table**

Setting up a CLID Routing Table involves:

- entering a telephone number
- · assigning a destination such as a Greeting Table, mailbox, extension, or a CCR Tree or node



**Note:** For more information on assigning a CCR Tree destination refer to "Making a CCR Tree a destination in the CLID Routing Table" on page 83.

## To add a telephone number to the CLID Routing Table

- 1 Click the Auto-Attendant heading.
- 2 Click the CLID Routing Table link.
  The CLID Routing Table page appears.
- 3 Click the **Add** button. The CLID Setup page appears.
- 4 In the Calling Line ID box type the telephone number you want to add.
- At the **Transfer To** option, assign how you want the telephone number to transfer. If you want calls from this number to transfer to:
  - a Greeting Table, select the Greeting Table option and from the list box select a Greeting Table number
  - an extension, select the Extension option and in the box type the destination extension number
  - a mailbox, select the Mailbox option and in the box type the destination mailbox number
  - a CCR Tree, select the CCR Tree option, from the list box select the CCR Tree number. You can leave the Path box empty to route the caller to the Home node of the Tree. To route the caller to a specific node of a Tree, in the Path box type the sequence of digits the caller presses to go from the Home menu to the target node.
- 6 Click the Submit button.

# **Editing telephone numbers in the CLID Routing Table**

## To change a telephone number in the CLID Routing Table

- 1 Click the Auto-Attendant heading.
- 2 Click the CLID Routing Table link.
  The CLID Routing Table page appears.
- 3 Click the Change link for the entry you want to change.
  The CLID Setup page appears with the telephone number in the Calling Line ID box.
- 4 Edit the entry by changing the telephone number in the Calling Line ID box or by changing the transfer options for the number.
- If you want to change the transfer option for the telephone number, at the **Transfer To** option assign how you want the telephone number to transfer. If you want calls from this number to transfer to:
  - a Greeting Table, select the Greeting Table option and from the list box select a Greeting Table number
  - an extension, select the Extension option and in the box type the destination extension number
  - a mailbox, select the **Mailbox** option and in the box type the destination mailbox number
  - a CCR Tree, select the CCR Tree option, from the list box select the CCR Tree number, and in the Path box type the path the caller must follow.
- 6 Click the Submit button.

## To delete a telephone number from the CLID Routing Table

- 1 Click the Auto-Attendant heading.
- 2 Click the CLID Routing Table link. The CLID Routing Table page appears.
- 3 Click the **Delete** link for the entry you want to delete. A message appears that asks you to confirm the deletion.
- 4 Click the **OK** button.

# Configuring line answering



**Note:** This section applies to CallPilot 150 and Business Communications Manager systems only. If you use CallPilot Mini, you cannot perform line administration from CallPilot Manager. Refer to your Meridian system administration documentation for line administration information.

The system can answer all your incoming lines, or just the lines you specify. Before the system can answer an incoming line, you must assign the line and set the Answer status to Yes. Each line you configure is answered by Greeting Table 1 unless you specify another table.

You can assign the system to answer incoming calls after a specified number of rings. The number of rings ranges from 0 to 12. If you leave the number of rings at zero, the system answers immediately. For lines equipped with Calling Line Identification (CLID), you must assign the number of rings to two or more. CLID is not provided until just prior to the second ring, so assigning the number of rings to 0 or 1 prevents CLID from being relayed. Without CLID, personalized greetings, CLID Routing Table and other features related to CLID do not work. For more information about line answering, refer to "Changing the Answer Lines Status" on page 124. If you use PRI lines with ANI, the ANI information is provided immediately, so you can assign fewer than two rings.

## To configure answering for one line

- 1 Click the Auto-Attendant heading.
- 2 Click the Lines Administration link. The Lines Administration page appears.
- 3 Click the Change link for the Line you want to change. The Line Properties page appears.
- 4 From the Answer Mode list box, select Auto Attendant.
- 5 In the **Table/Queue Number** box, type the Greeting Table number you want to assign to the line selected.
- 6 In the Number of Rings box, select the number of rings before CallPilot answers.
- 7 Click the **Submit** button.

## To configure answering for several lines

- 1 Click the Auto-Attendant heading.
- 2 Click the Change Many Lines link. The Change Many Lines page appears.
- 3 In the From and the To boxes, type the range of lines you want to configure answering for.
- 4 From the Answer Mode list box, select Auto-Attendant, Call Center or None.
- 5 In the **Table/Queue Number** box, type the Greeting Table number you want to assign to the lines.
- 6 In the Number of Rings box, select the number of rings before the system answers.
- 7 Click the Submit button.

# Chapter 7 Custom Call Routing

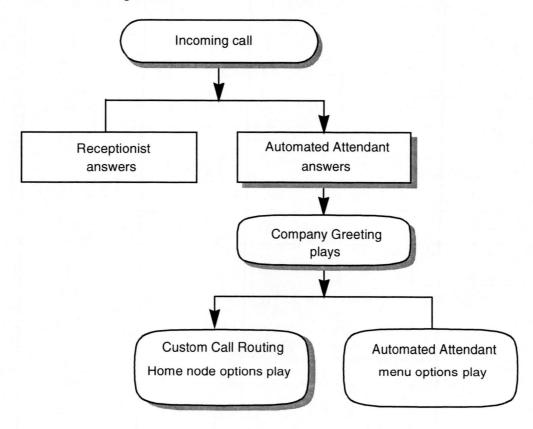
# **About Custom Call Routing**

With Custom Call Routing (CCR) you can replace Auto Attendant menus with a CCR Tree that offers callers more choices. Callers who reach a CCR Tree hear the CCR Home node immediately after the Company Greeting.

CCR Trees contain paths that callers navigate using their telephone dialpad. By selecting an option from the prompts callers can:

- hear an Information message
- leave a message in a mailbox
- transfer to an extension or an external number
- go to a sub-menu

### **Custom Call Routing overview**



To build a CCR Tree you start by creating the options presented in the Home node. You can include up to eight options in the Home node. You record a prompt that informs callers of the Home node options. You can have up to eight CCR Trees on your system. After you build a CCR Tree you must assign it to a Greeting Table.

The Greeting Table specifies which CCR Tree plays to callers. After callers hear the Company Greeting and the optional Touchtone Gate, they hear the Home node of the CCR Tree instead of the Auto Attendant menu.

The Home node for a CCR Tree can be:

- a menu with choices that lead to other menus, announcements, mailboxes or transfers
- an Information node that plays an announcement
- a Transfer node that transfers callers to an extension or external number
- · a Mailbox node that sends callers to a mailbox

Callers navigate through the CCR Tree using their telephone keypad to respond to prompts.

While they listen to a menu callers can:

- · choose a menu option by pressing a single digit
- transfer to an extension by entering the extension number
- transfer to a mailbox by pressing \* and the mailbox number
- use the Company Directory by pressing #
- transfer to the operator
- · switch languages

#### Example of a Home node

### **Company Greeting**

This is Ideal Office Machines. Our business hours are from 9:00 a.m. to 5:00 p.m. Monday to Friday.

### Home node

To place an order, press 1.

To add your name to our mailing list, press [2].

To reach our Sales Department, press 3.

To speak with our Support Office, press 4.

To speak with our receptionist, press 0.

The call is forwarded to the destination the caller chooses.

# Planning a CCR Tree

To plan a CCR Tree:

- 1 Identify the frequently called departments and extensions.
- 2 Determine which goods and services you want to promote in Information mailboxes.
- 3 Create mailboxes callers can leave messages in.
- **4** Decide what type of Home node you should create.
- **5** Determine destination types.
- **6** Record prompts and messages. By default, a caller can press (9) to hear prompts in an alternate language or (0) to reach an Operator. Make callers aware of these options by mentioning them when you record the Home node prompt.

### **About CCR Tree structure**

### Home node

After the Company Greeting, a caller hears the Home node message for the CCR Tree. A Home node can offer up to eight options. Callers can select options such as:

- listening to an Information message in primary or alternate language
- leaving a message
- transferring to an extension or an external number
- choosing from a sub-menu

By default, 0 is reserved for reaching the Operator, and 9 offers the menu in the alternate language.

The Home node is on Level 0. As sub-menus are added to one another, the caller progresses through the levels of the CCR Tree. You can create up to 10 levels (from 0 to 9).

For an example of Paths through a CCR Tree, refer to "An example of a CCR Tree" on page 74.

### Information node

An Information node is a message you record to tell callers about goods or services available from your company. You can tell callers about information such as sales, specials, company events, business hours, price lists, and shipping times. For example:

We're pleased to announce the arrival of the new FaxEasy line of fax machines. FaxEasy is easy to operate and produces top quality fax images at an affordable price.

### The Home node can be an Information node

You can program the Home node to play an Information node. For example:

Come celebrate with us! It's time for Ideal Office Machines' annual get-to-know-our-customers picnic. The annual picnic is on the first Sunday of August from 1:00 to 5:00 p.m. in Thompson Park. See you there.

If the Home node is an Information node, the caller disconnects at the end of the message. The other destination types do not apply. For more information on destination types refer to "Destination" on page 73.

### Using an alternate language for the Home node prompt

If you record an Alternate Language Home node prompt, you must tell callers about the Alternate Language option in the Home node message. In the Primary Language Home node prompt tell callers to press [9] if they want to hear the message in the Alternate Language. For example:

To hear this message in [the Alternate Language] press [9]. To place an order press [1]. To add your name to our mailing list press [2]. To reach our sales department press [3]. To speak with the receptionist press [0].

### Sub-menu

A sub-menu is any menu that callers hear after the Home node. Sub-menus can lead to other sub-menus.

A sub-menu is a prompt that provides callers with another list of options. For example, from the Home node a caller can press 3 to reach the Sales department and hear the sub-menu options:

To place an order press 1. To add your name to our mailing list, press 2. To speak with a Customer Service Representative press 3. To speak with the receptionist press 0.

### Mailbox node

Create mailbox nodes to give callers a mailbox where they can leave a message. For example:

You have reached the Ideal Office Machines Order Desk mailbox. After the tone, leave your name, address, telephone number, and the number of the item you want to order. Thank you.

### Transfer node

A Transfer node transfers callers to an extension or an external number.

### Destination

The destination is where callers go after they listen to an Information node or leave a message in a mailbox. Each Information node and Mailbox node must have a destination:

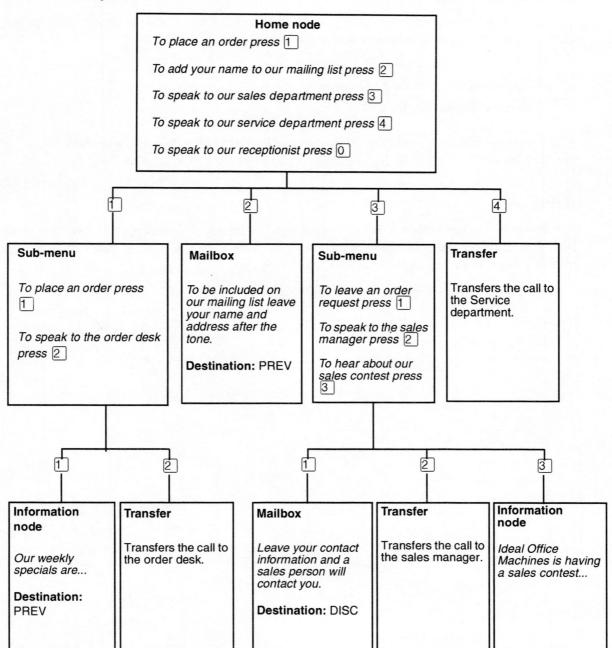
- Previous: returns the caller to the previous menu
- Home: returns the caller to the Home node
- Disconnect: disconnects the call

You can assign destinations only to Information nodes and Mailbox nodes. To see how destinations are used in a CCR Tree, refer to "An example of a CCR Tree" on page 74.

### **Paths**

A Path can be a series of menus, Information nodes, Mailboxes or Transfers. A Path number is the digit that callers press to go to the next level in a CCR Tree. To see how paths route callers through a CCR Tree, refer to "An example of a CCR Tree" on page 74.

### An example of a CCR Tree



# Chapter 8 Working with CCR Trees

## **Building a CCR Tree**

You can record your CCR Tree programming in the CCR Tree section of the *CallPilot Programming Record*.

### To build a CCR Tree:

- 1 Create the Home node. The Home node can be a Menu node, an Information node, a Transfer node or a Mailbox node:
  - if you want to give callers a list of options, create a Home menu node
  - if you want callers hear an announcement and then be disconnected, create an Information node
  - if you want callers to transfer to an extension or external telephone number, create a Transfer node
  - if you want callers to be sent to a mailbox to leave a message, create a Mailbox node that is assigned to a Subscriber mailbox

You can also save programming time by basing a new CCR Tree on another Tree and changing the nodes. For more information refer to "Copying a CCR Tree" on page 78.

- 2 Assign the CCR Tree to a Greeting Table. You can assign a CCR Tree for each time of day.
- **3** Test the CCR Tree.

## Creating a Home node

Begin to build a new CCR Tree by creating a Home node.

## Creating a Home Menu node

Create a Home menu node if you want to give callers a list of options. You must create a Home Menu node if you want the CCR Tree to have more than one node.

### To create a Home menu node

- 1 Click the Custom Call Routing heading. The CCR Tree Administration page appears.
- 2 Click the Create link for the CCR Tree you want to create. The New CCR Tree page appears.
- 3 From the Create Options option, select Home Menu Node.

- 76
- 4 Click the **Submit** button.
  The CCR Tree Properties page shows the new CCR Tree.
- 5 Click the **Change** link for the CCR Tree. The CCR Menu Node Properties page appears.
- 6 In the Caption box, type a caption name, such as List of options, if the Home node is a menu.
- 7 To record the Home node primary and alternate prompts or select previously recorded prompts, click the **Voice** button and follow the steps in "Recording greetings, prompts and names" on page 47 to record a prompt or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded prompt.
- 8 Click the **Submit** button.

## Creating a Home Information node

Create a Home Information node if you want callers hear an announcement and then be disconnected.

### To create a Home Information node

- 1 Click the Custom Call Routing heading. The CCR Tree Administration page appears.
- 2 Click the **Create** link for the CCR Tree you want to create. The New CCR Tree page appears.
- 3 From the Create Options option, select Home Information Node.
- 4 Click the Submit button. The CCR Tree Properties page shows the new CCR Tree.
- 5 Click the Change link for the CCR Tree. The CCR Info Node Properties page appears.
- 6 In the Caption box type a name for the Information node, such as Sales.
- 7 To record the Information node primary and alternate messages or select previously recorded messages, click the Voice button and follow the steps in "Recording greetings, prompts and names" on page 47 to record a message or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded message.
- 8 Click the Submit button.

## Creating a Home Transfer node

- 1 Click the **Custom Call Routing** heading. The CCR Tree Administration page appears.
- 2 Click the Create link for the CCR Tree you want to create. The New CCR Tree page appears.
- 3 From the Create Options option, select Home Transfer Node.
- 4 Click the **Submit** button.
  The CCR Tree Properties page shows the new CCR Tree.
- 5 Click the Change link for the CCR Tree.
  The CCR Transfer Node Properties page appears.
- 6 In the Caption box type a name for the Transfer node, such as Sales.
- 7 From the **Outdial Method** list box select an outdial method. The outdial method is the telephony resource that is used to transfer the call. Outdialing is not available for CallPilot Mini.
  - Select **Line** to use an external line to transfer the caller to an external telephone number, and enter the line number you want to use.
  - Select **Pool** to use a line pool to transfer the caller to an external telephone number and enter the Line Pool number you want to use.
  - Select **Route** to use a Routing Code to transfer the caller to an external telephone number.
  - Select **Intercom** to transfer the caller to an extension.
- 8 In the **Phone Number** box, type the extension or external telephone number.
- 9 Click the Submit button.

## Creating a Home Mailbox node

- 1 Click the Custom Call Routing heading. The CCR Tree Administration page appears.
- 2 Click the Create link for the CCR Tree you want to create. The New CCR Tree page appears.
- 3 From the Create Options option, select Home Mailbox Node.
- 4 Click the Submit button.
  The CCR Tree Properties page shows the new CCR Tree. The default mailbox for a Home Mailbox node is the General Delivery Mailbox.
- 5 Click the Change link for the CCR Tree. The CCR Mailbox Node Properties page appears.
- 6 In the Mailbox Number box type the extension of the mailbox you want calls to transfer to.
- 7 Click the **Submit** button.

## Copying a CCR Tree

If you want to create a CCR Tree that is similar to another tree, you can copy a CCR Tree. This saves you programming time, because after you copy the CCR Tree you can change the necessary nodes.

## To copy a CCR Tree

- 1 Click the Custom Call Routing heading. The CCR Tree Administration page appears.
- 2 Click the Create link for the CCR Tree you want to create. The New CCR Tree page appears.
- 3 Click the Copy of tree option.
- 4 From the Copy of tree list box select the number of the CCR Tree you want to copy.
- Click the Submit button.The CCR Tree Properties page appears.
- 6 Click the **Change** link for each node that you want to change the properties of. After you make the changes to the CCR Tree, click the Close button.

# Adding nodes to the Home node

If you create a CCR Tree with a Home menu node, and you have more choices than fit conveniently in the Home node menu, you can create sub-nodes. To create sub-node menus, add a Menu node to your Home node menu.

After you determine how many options to offer in a menu, you must determine where each option directs the caller.

After you assign a Menu sub-node, assign another set of options in the next level of tree depth. Options for each menu can be:

- another Menu
- an Information mailbox
- a Transfer node
- · a Mailbox node

You can assign up to eight options to each menu.

A Menu sub-node gives callers single-digit access to another list of options. For Home node menu says:	er example, if your
To place an order press 1. To add your name to our mailing list press 2. To department press 3. To speak with our attendant press 0.	o reach our sales
Callers can press 1 to hear more options, such as:	
To hear our weekly specials press 1. To speak with the Order Desk press 2	

# Adding a Menu node

Create a Menu node to organize choices for your callers, or when you have more choices than can fit on one menu.

### To add a Menu node

- Click the Custom Call Routing heading.
   The CCR Tree Administration page appears.
- 2 Click the Change link for the CCR Tree that you want to add a Menu node to. The CCR Tree Properties page appears.
- 3 Click the Menu link.
  The new Menu node appears on the CCR Tree Properties page.
- 4 Click the Change link for the Menu node. The CCR Menu Node Properties page appears.
- 5 In the Caption box type a caption for the node.
- To record the Primary and Alternate prompts, click the Voice button and follow the steps in "Recording greetings, prompts and names" on page 47 to record a prompt from your computer or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded prompt.
- 7 Click the Submit button.

# Adding an Information node

An Information node is an Information mailbox that you add to a CCR Tree. An Information mailbox can give callers information such as specials, company events, business hours or price lists.

## To add an Information node

- Click the Custom Call Routing heading.
   The CCR Tree Administration page appears.
- 2 Click the Change link for the CCR Tree that you want to add an Information node to. The CCR Tree Properties page appears.
- 3 Click the Information link.
  The new Information node appears on the CCR Tree Properties page.
- 4 Click the Change link for the Information node. The CCR Information Node Properties page appears.
- 5 In the Caption box type a caption that describes the information, for example, *Store Location and Hours*.

- **6** From the **Destination** list box, select a destination. The destination is the location on the CCR Tree that callers go to after the Information message plays:
  - **Previous**: returns to the Previous menu node
  - Home: returns the call to the Home node prompt
  - **Disconnect**: disconnects the call
- 7 To record the Primary and Alternate prompts, click the Voice button and follow the steps in "Importing greetings, prompts or names" on page 49 to record a prompt from your computer or follow the steps in "Importing greetings, prompts or names" on page 49 to select a previously recorded prompt. These prompts are the information message that the caller hears when they are routed to this node.
- 8 Click the Submit button.

## Adding a Mailbox node

Adding a mailbox node gives callers a mailbox where they can leave a message or listen to an Information message, depending on the mailbox type.

A mailbox cannot receive messages until it is initialized. For information on initializing mailboxes, see "Initializing a mailbox" on page 32.

### To add a Mailbox node

Use a Mailbox node to transfer callers to a Subscriber, Information or Fax On Demand mailbox. If you use CallPilot Mini, Fax on Demand is not available.

- 1 Click the Custom Call Routing heading. The CCR Tree Administration page appears.
- 2 Click the **Change** link for the CCR Tree that you want to add a Mailbox node to. The CCR Tree Properties page appears.
- Click the Mailbox link.

  The new Mailbox node appears on the CCR Tree Properties page.
- 4 Click the **Change** link for the Mailbox node. The CCR Mailbox Node page appears.
- 5 In the Mailbox Number box type the mailbox number of the Subscriber, Information, or Fax on Demand mailbox you want the call to transfer to. You must create the mailbox before you can assign it to a Mailbox node.
- **6** From the **Destination** list box, select a destination. The destination is the location on the CCR Tree that callers go to after they leave a message.
  - Previous: returns to the Previous menu
  - **Home**: returns the call to the Home node prompt
  - Disconnect: disconnects the call
- 7 Click the **Submit** button.

# Adding a Transfer node

A Transfer node sends a call to an internal or an external number.

### To add a Transfer node

- 1 Click the **Custom Call Routing** heading. The CCR Tree Administration page appears.
- 2 Click the Change link for the CCR Tree that you want to add a Transfer node to. The CCR Tree Properties page appears.
- 3 Click the Transfer link.
  The new Transfer node appears on the CCR Tree Properties page.
- 4 Click the Change link for the Transfer node. The CCR Transfer Node page appears.
- 5 In the Caption box type where you are transferring the caller to, for example Support Hotline.
- From the **Outdial Method** list box select an outdial method. The outdial method is the telephony resource that is used to transfer the call. Outdialing is not available for CallPilot Mini.
  - Select Line to use an external line to transfer the caller to an external telephone number, and enter the line number you want to use.
  - Select Pool to use a line pool to transfer the caller to an external telephone number and enter the Line Pool access code you want to use.
  - Select Route to use a Routing Code to transfer the caller to an external telephone number.
  - Select Intercom to transfer the caller to an extension.
- 7 In the **Phone Number** box, type the extension or external telephone number.
- 8 Click the Submit button.

### About transfers to external numbers

When CallPilot transfers a call using a CCR external transfer, it uses two lines. An incoming line connects the caller to the CCR Tree and an outgoing line transfers the caller to the external phone number. Both lines are used while the caller connects to the external phone number. To optimize the use of external lines, the incoming line can be used to make the external transfer. This type of transfer is called a Link transfer.

Not all phone lines allow Link transfers. Ask your telephone service provider if your lines support Link transfers before you program CallPilot to use Link transfers.

To perform a Link transfer for a CCR external transfer you must press # before the telephone number. For example, for the telephone number:

# 5 5 5 1 2 3 4

5551234 is the telephone number dialed

For information on preventing unauthorized calls using outdialing, refer to "Outdial type" on page 28.

# Assigning a CCR Tree to a Greeting Table

Before incoming callers can access a CCR Tree, you must assign lines to a Greeting Table. For information about assigning lines to Greeting Tables, refer to "Setting the Auto Attendant properties" on page 61.

## To assign a CCR Tree to a Greeting Table

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
  The Greeting Tables page appears.
- 3 Click the **Change** link for the Greeting Table you want to assign a CCR Tree to. The Greeting Table Setup page appears.
- 4 Select from each CCR Tree list box the CCR Tree you want calls to route to for each time of day. If you do not want calls to route to a CCR Tree select None.
- 5 Click the Submit button.

## Making a CCR Tree a destination in the CLID Routing Table

For information about the CLID Routing Table, refer to "About the CLID Routing Table" on page 64.

To assign a telephone number to a CCR Destination in the CLID Routing Table refer to "Setting up a CLID Routing Table" on page 66.

## **Testing a CCR Tree**

After you build a CCR Tree and assign it to a Greeting Table, test the CCR Tree. To test the CCR Tree, call the company number and test each node. Check that:

- the Home node routes the call as designated
- each transfer routes the caller to the intended destination
- each prompt has correct information
- messages are courteous and easy to understand

# Disabling a CCR Tree

Before you make any changes to a CCR Tree, remove any references to the CCR Tree from the Greeting Tables and the CLID Routing Table to ensure service is not disrupted.

# To remove references to a CCR Tree from a Greeting Table

- 1 Click the Auto-Attendant heading.
- 2 Click the Greeting Tables link.
- 3 Click the Change link for the Greeting Table that uses the CCR Tree that you want to disable. The Greeting Table Setup page appears.
- 4 For each time of day, remove the CCR Tree you want to disable by choosing another CCR Tree number or **None** from the **CCR Tree** list box.
- 5 Click the Submit button.

# To remove references to a CCR Tree from a CLID Routing Table

- 1 Click the Auto-Attendant heading.
- 2 Click the CLID Routing Table link. The CLID Routing Table page appears.
- 3 Click the Change link for the CLID Routing Table rule that uses the CCR Tree that you want to disable.

The CLID Setup page appears.

- **4** To remove the CCR Tree from the CLID Routing Table, either:
  - select another CCR Tree from the CCR Tree list box and enter the path in the Path box or
  - select a Greeting Table, Extension or Mailbox to transfer the call to.
- 5 Click the Submit button.

## Changing a node

## To change the properties of a node

- Click the Custom Call Routing heading.
   The CCR Tree Administration page appears.
- 2 Click the Change link of the CCR Tree that contains the node you want to change. The node properties page appears.
- 3 Click the **Change** link for the node you want to change, and change the properties of the node. For information about the node properties, refer to:
  - "Adding an Information node" on page 80
  - "Adding a Mailbox node" on page 81
  - "Adding a Menu node" on page 80
  - "Adding a Transfer node" on page 82
- 4 Click the **Submit** button.

# Deleting a node

### To delete a node

- 1 Click the Custom Call Routing heading.
- 2 Click the **Change** link for the CCR Tree that has the node you want to delete. The CCR Tree Properties page appears.
- Click the Delete link for the node you want to delete.A message appears that asks you to confirm the deletion.
- 4 Click the **OK** button.

## **Deleting a CCR Tree**

Before you delete a CCR Tree, make sure the Tree is disabled. For information about disabling a Tree, refer to "Disabling a CCR Tree" on page 84.

### To delete a CCR Tree

- Click the Custom Call Routing heading.
   The CCR Tree Administration page appears.
- 2 Click the Delete link for the CCR Tree you want to delete. A message appears that asks you to confirm the deletion.
- 3 Click the **OK** button.

# Chapter 9 CallPilot reports

## **About CallPilot reports**

This chapter describes CallPilot reports and explains how to generate and print them. You can use the following reports to view CallPilot programming, status and available message time.

# Generating a report

## To generate a report

- 1 Click the **Report** heading.
- 2 Click the link for the report you want to generate. The report appears in a new window.
- 3 To print the report, click the **Print** button.
- 4 To close the report window, click the Close button.

# Types of reports

## **Directory Report**

This report shows information for mailbox owners listed in the Company Directory and includes:

Subscriber	mailbox owner's name
МВ	mailbox number
Туре	type of mailbox
Ext	extension number
Name Recorded	whether mailbox owner has recorded their name in the Company Directory
Greeting Recorded	whether mailbox owner has recorded a greeting

If both Name Recorded and Greeting Recorded are N the mailbox is not initialized.

# **Mailbox Information Report**

This report shows for each mailbox:

МВ	mailbox number
Туре	SUB Subscriber  ADM System Administrator  GDM General Delivery Mailbox  FOD Fax On Demand - Business Communications Manager only  FOV Fax Overflow - Business Communications Manager only  NET AMIS or Site  INFO Information
Directory Name	The name of the mailbox. An asterisk appears beside the name if the mailbox name is not in the Company Directory.
Ext	The mailbox extension.
cos	The Class of Service for the mailbox.
Total	The total volume of messages in the mailbox, not including space taken by mailbox greetings, shown as messages (Msg) and minutes (Min).
New	The total volume of new messages in the mailbox, shown as messages (Msg) and minutes (Min).
Outdial	The outdial parameters. This setting does not appear for CallPilot Mini.

The mailbox can have one or more information messages, which contain an alphanumeric tag and a descriptive string. To reduce the number of report output lines, a mailbox setting or condition is reported only if it is different from the default setting or normal condition.

### Possible tags are:

UNINIT	Mailbox is not initialized.	
NONAMEREC	Mailbox is initialized, but name is not recorded.	
NOGREET	Mailbox is initialized, but Primary greeting is not recorded.	
LOCKED	Mailbox is disabled because number of incorrect password attempts is exceeded.	
NOMWI	Mailbox has a primary extension, but Message Waiting is disabled.	
FULL	Mailbox is full.	
NOACCEPT	Subscriber has set mailbox to not accepting messages.	
NOADDRESS	Address is not specified.	

ALTDN1	Alternate extension 1 is defined.	
ALTDN2	Alternate extension 2 is defined.	
EXPRLINE	An Express Messaging line is defined. Available only on Business Communications Manager and CallPilot 150.	
ATDT	A Target Attendant is defined.	
XFERS Screened	Transfers are screened. Blind transfers are normal and are not shown.	
METHOD, LIMIT	The delivery method and maximum number of selections for a Fax On Demand mailbox.	
RETRY, INT	The number of retries and interval in minutes for a Fax On Demand mailbox	
OPN/RNPHONE	Off-Premise Notification to a telephone.	
OPN/RNPAGER	Off-Premise Notification to a pager.	
OPN/RNEXT	Off-Premise Notification to an extension.	
OPN/RNSTATUS	Current status of Off-Premise Notification, and start and stop times.	
TRANSF	The telephone number used when Outbound Transfer is set to an external destination.	
FAXPRE	Preset Fax destination - Business Communications Manager only.	
SELECT, SIZE	For each document in a Fax On Demand mailbox, lists selection ID and size in equivalent message minutes - Business Communications Manager only.	
AMIS, MBOX	System access phone number and target mailbox number of a AMIS Network Delivery mailbox.	
SITE, MBOX	Site address of a Network Delivery mailbox.	

#### **All Mailbox Activity Report**

The Mailbox Activity Report shows seven day usage information for all Subscriber mailboxes on the system.

The starting point of this report is the last full day of activity. For example, if the full day of activity is Tuesday, the report begins on Tuesday and goes back seven days to the previous Wednesday.

When you print this report, check that the printer has enough paper. Because of the size of this report, print at night or during a slow time. To get the full benefit of this report, print it on the same day each week and reset the statistics after each printing.

The Mailbox Activity Report shows:

- number of messages recorded and their total length and average length
- · number of times the maximum message length is reached
- number of messages received and their total length and average length
- number of times the mailbox is accessed for log on or call answering, with total connect minutes and resulting average
- · average time before new messages are played
- · average time before messages are deleted
- number of times when log on authentication fails because of password failure. (A possible attempt at unauthorized access to a mailbox.)
- · cumulative averages for the above
- · whether Primary, Alternate and CLID-based Greetings are recorded

After you generate this report, you can reset the statistics to set the counters to zero. If you reset the statistics, all the Subscriber mailboxes are affected, not just a selected mailbox.

#### **Event Log Report**

The Event Log Report lists events that can help you diagnose system problems. Events are shown with their date, time and error message.

#### **CCR Tree Usage Report**

This report shows the Tree number, the Greeting Tables the CCR Tree is assigned to, the date the Tree was last modified, and the Tree status. The report also shows the Path, type, description, destination, a seven-day rolling count of the number of calls received by the Tree and the number of times each path is visited. Print the Custom Call Routing Report on the same day each week to get an accurate representation of CCR activity.

If a CCR Tree is changed, for example if it is saved or deleted, the current usage statistics are cleared.

Generate this report before you modify a CCR Tree.

The CCR Tree Report shows for the previous seven days:

- the number of calls received by the CCR Tree
- the number of times each node was visited
- the Greeting Table from which the CCR Tree is referenced
- the last seven days for which record collection is complete. The day the report is generated is not included because data collection is not complete for this day.
- the most recent complete day in the left column
- usage data as zeroes for dates prior to the last change date. Statistics for the day of the change
  include only activity that occurs after the modification is made.

#### The CCR Tree Report shows:

Path	The selections a caller makes to reach a node. Usually the Home nod although callers do not need to press a key to reach the Home node.	
calls for each day	Below each day is listed how many times callers accessed the node, not including any re-prompting.	
	The calls for each day details:	
	each call that arrives at the Tree	
	<ul> <li>calls that go from the Home node to sub-nodes</li> </ul>	
	<ul> <li>calls that are sent to the node from CLID-based routing</li> </ul>	
	<ul> <li>calls that return to a Menu node by the previous menu operation (by pressing ★ at a sub-menu, or by the Next Action setting)</li> </ul>	
	The difference between the count for a menu and the sum of the counts for its sub-node is the number of times callers exit the menu by pressing *\ \text{or} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Total calls	Total Calls shows calls that go to the Home node from a Greeting Table and calls that go to any node in the CCR Tree from CLID-based routing.	
	In the absence of CLID-based Routing, the count of the Home node is usually the same as the Total Calls if the Home node is an Information node.	
	The count can be higher if the Home node is a Menu node because the coun of any Menu node is included if the caller returns to the menu.	

#### Port Usage/Call Handling Report

This report summarizes inbound and outbound call activity and port usage on a seven-day rolling basis. Use this report to identify volume and sources of call traffic, and to determine if additional system ports are needed.

#### Use the Port Usage section:

- · to see the volume and sources of call traffic
- to determine if additional system ports are needed
- to find time periods where an insufficient number of ports is available
- to see a summary of inbound and outbound call activity and port usage on a 7-day rolling basis

#### The Port Usage section:

- shows the last seven days for which record collection is complete
- shows the most recent statistics in the left column
- · does not include the current day, because record collection for this day is not complete

Allocation	shows the minimum and maximum number of ports allocated to voicemail.
Port Status	shows an asterisk (*) beside the port number if the port is disabled when the report if generated.
Period start	for each day of the week shows the percentage of the time period when all ports were busy
	A non-zero value is possible, but a value consistently higher than 1% or 2% during peak time periods indicates a need for additional ports
	Periods in which at least one port is disabled are shown with an asterisk

Use the Call Handling section to see the type of calls that create traffic for the voicemail server. Look for differences over time by weekday.

#### The Call Handling section shows:

- each class of call by number of calls, total duration, and average duration
- all outgoing calls in a single category. For example, a call is counted as a Message Notification even if the called party logs on.
- Outbound Transfer calls with the few seconds of additional connect time caused by the unsupervised transfer included in the connect time of the incoming call
- Call Screening calls with the holding time of the call to the subscriber set counted under the total connect time for the incoming call
- all days even if no data is collected for that day. These values are shown as zeroes.

#### **Fax Usage Report**

Use the Fax Requests Report:

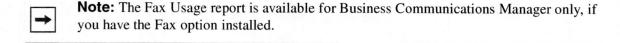
- to see Fax On Demand requests
- to see date and time of faxes
- to see the document number requested
- to see the delivery fax number
- to see CLID of callers

#### The Fax Requests Report shows:

- The Caller ID of the call requesting the fax, truncated if necessary to fit the space available.
- One line is generated for each document requested.
- If a caller requests several documents during a call, there are several lines in the report, each with the same CLID and Fax destination, and similar time stamps. This facilitates sorting for sales lead generation purposes, but does not show whether the item was ordered individually or as part of a set.
- The Fax Destination column shows the target fax number if the two-call method is used or One Call if the one-call method is used.
- The report lists committed requests only, in chronological order.
- The report does not include one-call requests if the caller hangs up before transmission begins or two-call delivery requests if the delivery number does not pass dialing restrictions.
- The report does not track whether the requested item was successfully delivered.
- If there are no fax requests to report for a day, no entries appear.

#### The information in the Fax Requests Report:

- is kept for the last seven days for which records are complete
- does not include traffic for the current day since this day is not complete



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## **System Configuration Report**

The System Configuration Report shows how the system is configured.

\*Some sections appear only if the option is installed. Call Center is not available for CallPilot Mini.

System options	Describes system-wide attributes included in "Setting the system properties" on page 97, and Auto Attendant properties such as Return to AA and Touchtone Gate.
Installed voicemail options	Lists the optional features enabled at your site.
AA Greetings	Lists system greetings, shows whether the greeting is recorded and lists the Greeting Tables that reference it.
	Greetings that are not recorded or used in any Greeting Table are not shown. The comment "TTG" appears for the prompt used as the custom Touchtone Greeting prompt.
Greeting table	Shows the configuration of each Greeting Table.
*Call Center parameters	Appears if Call Center is installed. The Primary Alert, Secondary Alert, MIS Address and Refresh Channels are shown.
*Voice Button properties	Shows whether Multimedia Call Center is enabled, the server address and the server port.
*Call Center agents	Appears if Call Center is installed. Shows the agents in the Call Center, their agent number, priority level and skillset status.
Call Center skillsets  Appears if Call Center is installed. Shows skillset number and Day status.	
*Call Center routing tables Appears if Call Center is installed. Lists skillset name, number, D and Night Service configuration.	
Call Center overflow  For each skillset, shows if it is enabled, the Intelligent overflow rule applies to it, its service mode, condition and action.	
*Call Center greetings	Appears if Call Center is installed. Displays the status and skillset for each greeting.
*Call Center Intelligent CLID/DNIS routing	Shows the CLID/ANI or DNIS rule and action for each line.

Line answering	Shows the answering parameters for each line answered by CallPilot or Call Center. Lines that are not answered are not shown. This section does not appear if your switch does not require line administration.	
	The skillset column appears only if Call Center is enabled. Skillset is blank for AA lines and Rings and Tables are blank for Call Center lines.	
*Fax parameters	The System Fax DN parameter is shown. Other parameters appear only if the corresponding Fax option is installed.	
*General networking parameters	Appears if Message Networking is installed. It displays the General Networking properties.	
*AMIS networking parameters	Appears if Message Networking is installed. It displays the AMIS-related parameters of the site that you set in Networking properties.	
*Digital networking parameters	Appears if Message Networking is installed. It displays the digital-related parameters of the site that you set in Networking properties.	
*Site table	Appears if Message Networking is installed.	

#### **Message Usage Report**

The Message Usage Report shows the number of minutes of storage available on the voicemail server. If this value is too low, you can:

- upgrade storage capacity
- encourage subscribers to delete unneeded messages

## **Resetting Mailbox statistics**

You can reset the statistics for all mailboxes, or an individual mailbox.

#### To reset the statistics for all mailboxes

- 1 Click the **Reports** heading.
- Click the Reset Mailbox Activity link.A message appears that asks you to confirm the request to reset the statistics.
- 3 Click the **Reset** button.

#### To reset the statistics for an individual mailbox

- 1 Click the **Mailbox Administration** heading. The Mailbox List page appears.
- 2 Click the **Activity** link for the mailbox you want to reset the statistics of. The statistics for the mailbox are reset.

# Chapter 10 CallPilot system properties

## Setting the system properties

- 1 Click the Configuration heading.
- 2 Click the System Properties link. The System Properties page appears. The Voice Mail version is displayed.
- 3 In the Max Outcalling Channels box type the maximum number of channels used for calls generated by voicemail. Do not type a value that is higher than 50% of your available channels. The limit ensures that there are enough channels to accept incoming calls from outside callers and subscribers. The default number of voice channels assigned for outcalling is 1. If you have Multimedia Call Center installed on your system or if you use AMIS networking, set the Max Outcalling Channels to a value higher than 1. Also, to ensure that the Outcalling Channels do not consume all the available voice ports, set the minimum number of voice ports to a number higher than the Outcalling Channels. For more information see the Business Communications Manager 3.0 Programming Operations Guide or your Meridian programming information.
- 4 The Enable Voice Mail check box to is selected by default. If you enable voicemail, callers who call an extension that does not answer or is busy transfer to the extension's mailbox. If you clear the Enable Voice Mail check box:
  - external Callers cannot leave messages in mailboxes. Callers are returned to the Auto Attendant to make another choice.
  - If your system uses the Norstar Voice Mail UI, callers can leave messages through Custom Call Routing, Feature 980, and Feature 986. Callers can send and receive messages using Feature 981.
  - Subscribers can record and send messages from their mailbox to other CallPilot mailboxes
- 5 Select the Enable Group List check box if you want to enable Group Lists. If you clear the Enable Group List check box, you cannot set up Group Lists and do not need to reserve a digit in your numbering plan for the Group List Leading Digit.
- 6 If you use Group Lists, in the **Group List Leading Digit** check box type the Group List Leading Digit. This digit is used as the prefix for Group Lists during addressing. You cannot create mailboxes with numbers that start with this digit. The default setting for the Group List Leading Digit is 9. For example, if you assign as 9 the Group List leading digit, 901 to 999 is your range for Group Lists.
- 7 Select the Enable External Initialization check box if you want subscribers to be able to initialize their mailboxes from an external location. The default for this check box is not selected. If you do not enable external initialization subscribers can initialize their mailboxes only from a local extension. This prevents unauthorized access to mailboxes.
- 8 The Make Directory Available check box is selected by default. If you clear the check box, access to the Company Directory is removed from the Auto Attendant.

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- 9 The Enable General Delivery Mailbox check box is selected by default. This setting is for Norstar and Business Communications Manager only. If you clear this check box, external calls are not directed to the General Delivery Mailbox. External calls are directed back to an Auto Attendant prompt or a CCR Menu prompt.
- 10 The Enable Redirect DN check box is not selected by default. If redirect DN is enabled, CallPilot uses the original dialed number when it receives a redirected call. A call is redirected if a set that is call forwarded on busy to another location does not answer the call. The call returns to the original site for call answering.
  Select this check box only on the advice of support personnel.
  This setting is not available for CallPilot Mini.
- 11 The Enable Bilingual check box is not selected by default. If you clear this check box alternate language prompts are not available. Disabling bilingual operation affects:
  - language designations for Auto Attendant greetings
  - · voice prompt selections for callers who use the Auto Attendant
  - · voice prompt selections for callers who transfer to mailbox greetings
- **12** Select a primary language from the **Primary Language** list box. Prompting occurs in this language.
- 13 Select an alternate language from the Alternate Language list box. The alternate language cannot be the same as the primary language.
- 14 Select the Canadian Pronunciation check box if you want voice prompts that include the letter "z" to be pronounced "zed" instead of "zee". The Canadian Pronunciation check box appears only if North American English is the primary or alternate language.
- 15 From the Directory Search By list box select first name, last name or both. The default is last name.
- 16 Select the Enable CallPilot User Interface check box if you want to let subscribers select Norstar Voice Mail or CallPilot as their mailbox user interface. This setting is not available for CallPilot Mini.
- 17 In the Name Prefix box type a one to two-digit prefix that controls CallPilot style addressing. The default is 11. If CallPilot User Interface is enabled, this value must be specified, and cannot conflict with the Group List leading digit. This value is ignored if you do not enable the CallPilot User Interface.
- 18 In the Special Prefix box type a one to two-digit prefix that controls CallPilot style addressing. The default is 19. If CallPilot User Interface is enabled, this value must be specified, and cannot conflict with the Group List leading digit. This value is ignored if you do not enable the CallPilot User Interface.
- 19 From the Primary UI Style list box select NVM or CallPilot. This setting is available for Norstar and Business Communications Manager only. The default setting for these systems is NVM. For other systems CallPilot is the default user interface.
- 20 If you use CallPilot 150 or CallPilot Mini, select your country from the Country list box.

- 21 If you use CallPilot Mini, select your companding type from the list box. This setting appears only if you use CallPilot Mini. Do not change this setting unless you are advised to. The CallPilot Mini companding law must match the companding law of the switch. Japan and North America, with the exception of Mexico, use Mu-Law. Europe, Asia, Africa, & South America use A-Law. There are local exceptions depending of the requirements of the country.
- 22 If you use CallPilot 150 or CallPilot Mini, select your time zone from the Timezone list box.
- 23 If you use CallPilot 150 or CallPilot Mini, select the **Daylight Savings Time** check box at the start of Daylight Savings Time. When Daylight Savings Time ends, clear the check box. This setting ensures that the message times for Desktop Messaging are correct.
- **24** Click the **Submit** button.

# Chapter 11 Dialing Translation and Restriction Permission Lists

## **About Dialing Translation**

Dialing translation is a process by which the number of an incoming call from a public network is translated by a translation table into a number that can be recognized and dialed on the local network using the Reply feature.

For Dialing Translation to occur, you must create a Dialing Translation Table that translates the digits of an external number into a number that can be dialed by CallPilot. CallPilot consults the restrictions and schedules tables before dialing the number.

The Dialing Translation Tables are necessary only for the Reply feature. CallPilot does not require the tables to function normally. The Reply feature is used when subscribers reply to a message, either by pressing a Reply display button or responding to a voice prompt.

## How the Dialing Translation Table works

A phone number is derived from information attached to an incoming Caller ID message. The number is then searched for by the CallPilot in the Dialing Translation Table. If the leading digits of the telephone number match a Dialing Translation Table Input value (the number CallPilot searches for in the Dialing Translation Table), the Output value is substituted for the Input value. This change results in a telephone number that can be dialed on the local network. Changing the number usually involves removing an area code or inserting an access code, based on the dialing rules of the local network. For example, if a local number is prefixed with the long distance code 1, it is removed by the Dialing Translation Table.

The Dialing Translation process is immediate so calls do not take any longer to dial. Some telephone numbers do not need to be changed before dialing. CallPilot functions without a Dialing Translation Table.

#### **Phone number Translation**

The Dialing Translation Table must define each possible case where a change is needed to allow the number to be dialed on the local network.

The Dialing Translation Table changes Network extensions into numbers that can be dialed on the local network. The Network extension form of a phone number is the usual form in which the number appears. For example, the phone number 403-555-5050, in its Network extension form, must be translated into a number that can be dialed on the local telephone network. The Dialing Translation Table follows the rules required to make the call.

## **Examples of Dialing Translation Tables**

The following tables are examples of Dialing Translation Tables and how they function. Every Dialing Translation Table entry consists of an Input value column and an Output value column. The values in the Input column represent the leading digits of the Network extensions which, if matched, are replaced by the corresponding value in the Output column. The \* after a value signifies any digits in the telephone number that remain to be dialed. CallPilot automatically adds the \* after every Input and Output value.

A telephone number either matches or does not match a specific Input value.

#### An example of a Dialing Translation Table from a site in metropolitan Toronto

OUTPUT	Explanation
011*	The Table does not attempt to translate international telephone numbers.
*	The Table removes the 416 area code and dials all calls as 7 digits.
905206* 90527*	These telephone exchanges can be dialed as local (no long distance charges) 10 digit calls from the 416 area.
etc.	
(135 more entries)	
1905*	All other 905 numbers not listed in the Input column are long distance numbers and must be dialed as 11 digit long distance numbers.
1*	Any numbers that start with digits other than 011, 416 and 905 are long distance, and have 1 added as a prefix.
	011*  * 905206* 90527* etc. (135 more entries) 1905*

#### A sample Dialing Translation Table from a site with area code 206 near the border with area code 360

NPUT	OUTPUT	Explanation
011*	011*	The Table does not attempt to translate international telephone numbers.
20644* 206626* etc. (40 more entries)	44* 626* etc. (40 more entries)	Due to the site location, some calls can be dialed as local 7 digit numbers.
206*	1206*	All other 206 numbers require 11 digit long distance dialing.
360224* 360227* 360472*	360224* 360227* 360472*	These 360 numbers can be dialed as 10 digit local numbers
360*	1360*	but all other 360 numbers are 11 digits long distance numbers.
*	1*	All numbers starting with other than 011, 206 and 360 are long distance an have 1 added as a prefix.

#### An example of a Dialing Translation Table from a site in Mountainview, California

INPUT	ОИТРИТ	Explanation
		The Dialing Translation Table is empty. The local network in Mountainview supports 10 digit national dialing with recognized long distance charging.
		In situations like the Mountainview example, there is no need to build a Dialing Translation Table.

#### **Network Access**

The Dialing Table Translation results in a number that can be dialed on the local network. The final step is to prefix any digits required to reach the local network from your Business Communications Manager or Norstar system. For systems that are behind a PBX or PABX, typically in North America must be prefixed to the telephone number. For systems attached to Central Office (CO) lines no digits need to be prefixed.

#### **Dialing Translation properties**

Dialing Translation is controlled by four properties:

#### Long distance access code

This prefix, if specified, is removed from any numbers entered by the subscriber if it is not needed to make the call. This simplifies the creation of the Dialing Translation Table. For North America, set the long distance access code to 1. The default for this parameter is none. The field for this parameter is a maximum of 1 digit.

#### Area code

If the phone number entered appears to be missing an area code, an area code is prefixed to the number. The area code is considered missing if the number has fewer than 10 digits. The default for this parameter is none. The field for this parameter is a maximum of 6 digits. If this parameter is set to none, no area code is prefixed to the telephone number.

#### Access code

In North America, the access code is usually 9. This number is prefixed to all numbers after Translation to access the local telephone network. If your system is attached directly to CO lines, set the Access Code to none. The default for this parameter is none. The field for this parameter is a maximum of 2 digits.

#### Reply translation

If set to N (no), the caller must manually trim the Caller ID message information for the number to be dialed on the local network. If the reply translation is set to Y (yes), then the Reply feature uses the Dialing Translation Table to dial the call. The default for this parameter is N.

To make it easier for subscribers, set the Reply Translation to Y if a Dialing Translation Table is created. If a Dialing Translation Table is not created, set the Reply Translation to N.

## **Setting Dialing Translation properties**

Setting the Dialing Translation properties makes it easier to build a Dialing Translation Table. It is not a prerequisite of operating CallPilot to set the Dialing Translation properties.

## To set the Dialing Translation properties

- 1 Click the Configuration heading.
- 2 Click the **Dialing Translation Properties** link. The Dialing Translation Properties page appears.
- 3 In the Long Distance Access Code box type the long distance access code.
- 4 In the Area Code box type the area code.
- 5 In the Access Code box type the access code.
- 6 Select the Enable Reply Translation box if you want to enable reply translation.
- 7 Click the **Submit** button.

## **Building a Dialing Translation Table**

To build a Dialing Translation Table, you must enter an Input value and an Output value for each entry. The Input value is the number that the system looks up in the Dialing Translation Table. If the corresponding entry matches, the system substitutes the Output value for the Input value. The resulting number is ready to dial on the local network. Refer to "An example of a Dialing Translation Table from a site in metropolitan Toronto" on page 102.

#### To build a Dialing Translation Table

- 1 Click the Configuration heading.
- 2 Click the Dialing Translation Table link. The Dialing Translation Table page appears.
- 3 Click the Add button.
  The Dialing Translation Setup page appears.
- 4 In the **Input Value** box type the input value.
- 5 In the Output Value box type the output value.
- 6 Click the Submit button.

## **Reviewing Dialing Translation Table entries**

You can review the entries in the Dialing Translation Table at any time.

#### To review Dialing Translation Table entries

- 1 Click the Configuration heading.
- 2 Click the Dialing Translation Table link. The Dialing Translation Table page appears.
- 3 After you review the Dialing Translation Table entries, click the Main button.

## **Changing a Dialing Translation Table entry**

After you build a Dialing Translation Table you can change the Input and Output values of the entries at any time.

#### To change an entry in the Dialing Translation Table

- 1 Click the Configuration heading.
- 2 Click the **Dialing Translation Table**.
  The Dialing Translation Table page appears.
- 3 Click the **Change** link for the value you want to change. The Dialing Translation Setup page appears.
- 4 In the Output Value or the Input Value box, type the new value.
- Click the Submit button.
   Repeat to change any other entries in the Dialing Translation Table.

## Deleting a Dialing Translation Table entry

You can delete an entry in the Dialing Translation Table at any time. To find the entry you want to delete, refer to "Reviewing Dialing Translation Table entries" on page 105.

### To delete an entry in the Dialing Translation Table

- 1 Click the Configuration heading.
- 2 Click the Dialing Translation Table link. The Dialing Translation Table page appears.
- 3 Click the **Delete** link for the Dialing Translation entry you want to delete. A message appears that asks you to confirm the deletion.
- 4 Click the OK button.

#### **About Restriction Permission Lists**

If you use a CallPilot Mini system, you can set up Restriction/Permission Lists. Restriction/Permission Lists (RPLs) act as filters that determine what telephone numbers subscribers can and cannot dial. An RPL is specified for each Class Of Service. You can set which RPL is used for unspecified users.

When a subscriber makes a call, the system checks the dialed number against the RPL. The RPL for the unspecified user is checked when a call is made by a subscriber who is not readily identifiable. If the number passes the RPL, CallPilot makes the call. If the number fails the RPL, the subscriber hears an error prompt.

#### An RPL contains:

- A list of up to 100 restricted prefixes. A call fails if it matches any prefix on this list. Each restriction can be up to 26 digits.
- A list of up to 100 permitted prefixes. A call is permitted if it matches any prefix on this list. Each permission can be up to 26 digits.
- A Default indication. This determines whether to permit or deny any dialing string that is not found on the restriction or the permission list.
- The Used in COS column shows the Classes of Service that references the RPL. "Default"
  appears as the final entry for the RPL that you choose to use when a user cannot be identified.

CallPilot supports 16 RPLs. Each Class of Service is assigned an RPL, and you assign an RPL to unspecified users in Switch Properties. For information about assigning an RPL to unspecified users refer to "Viewing switch properties" on page 110.

#### Rules for restrictions and permissions

- can be from 1 26 numbers long
- must not duplicate an entry
- for restrictions overlapping entries are permitted
- for permissions overlapping entries are not permitted

#### To add restrictions or permissions

- 1 Click the Mailbox Administration heading.
- 2 Click the Restriction/Permission Lists link. The Restriction/Permission Lists page appears.
- 3 Click the **Restriction** or **Permission** link for the RPL you want to access.
- 4 On the Restriction or the Permission page, in the **Add** box type the dialstring you want to permit.
- 5 Click the Add button.
- 6 Click the Close button to return to the Restriction/Permission Lists page.

#### To remove a restriction or permission

- 1 Click the Mailbox Administration heading.
- 2 Click the **Restriction/Permission Lists** link. The Restriction/Permission Lists page appears.
- 3 Click the Restriction or Permission link for the RPL you want to access.
- 4 On the Restriction or the Permission page, click the **Remove** link for the restriction or permission you want to remove. To change an entry, remove it and then re-enter the new restriction or permission.
- 5 Click the Close button to return to the Restriction/Permission Lists page.

#### To reset a Restrictions/Permissions List

- 1 Click the Mailbox Administration heading.
- 2 Click the Restriction/Permission Lists link. The Restriction/Permission Lists page appears.
- 3 Click the Reset link for the RPL you want to reset.
- 4 A message appears that asks you to confirm the reset.
- 5 Click the OK button.

#### Resetting an RPL

When you reset an RPL you reset the Restrictions and Permissions lists back to its default setting.

## Chapter 12 CallPilot Manager configuration

#### **Enabling software authorization codes**

You can enable software authorization codes to increase the number of mailboxes on your system, or to enhance your system with options such as Fax and Message Networking. Contact your service representative if want to try or purchase a software authorization code.

## To enable a software authorization code for Business Communications Manager

- Point your web browser to the URL http://<IP address>:6800 where <IP address> is the IP address of Business Communications Manager. The Business Communications Manager Unified Manager screen appears.
- 2 Click the **Configure** button. The Login screen appears.
- 3 In the User ID box type the supervisor user ID.
- 4 In the Password box type the password. If you do not know your supervisor user ID or password, check with your Business Communications Manager Administrator.
- Click the Login button.The Business Communications Manager screen appears.
- 6 Click the System key.
- 7 Click the **Licensing** heading. The Licensing Setting screen appears.
- On the Configuration menu click Add a Keycode. The Applied Keycodes screen appears.
- **9** In the **Keycode** box type the number of the software authorization code for the option you want to install.
- 10 Click the Save button.

## To enable a software authorization code for CallPilot 150 and CallPilot Mini

- 1 Click the Configuration heading.
- 2 Click the Installed Options link. The Installed Options page appears.
- 3 In the **Keycode** boxes type the software authorization code for the option you want to install.
- 4 Click the Add button.
  The option you installed appears in the Installed Options list.

## Viewing switch properties

#### To view switch properties

- Click the Configuration heading.
- Click the Switch Properties link. The Switch Properties page appears.

#### Switch properties are:

**Digits per extension**: the length of mailbox numbers and extension numbers at the site. CallPilot requires that these numbers are the same length. For Norstar switches, the digits per extension are determined by the switch.

System-defined mailboxes such as the administrator mailbox have a mailbox number that automatically adjusts to suit the new length.

- **Voicemail DN**: the main system DN. For Norstar systems, this value is display only, and is determined by the voicemail application on startup. On non-Norstar environments, you can enter the DN.
- If you use a CallPilot Mini system, from the RPL for Unspecified User list box, select an appropriate RPL. For more information about RPLs refer to "About Restriction Permission Lists" on page 107.

### **Creating Access Passwords**

Access passwords control access to administration functions.

Create a Call Center administration password if you want the Call Center Administrator to be able to administer Call Center without being able to control other CallPilot Manager settings. The Call Center administration password cannot be the same as the system administrator password or the modem access password. Call Center is not available if you use CallPilot Mini.

Create a modem access password if you want to enable modem access. With modem access Nortel Networks distributors and support people can use a modem to connect to the CallPilot system and download the system log. This feature is available only for CallPilot 150 and CallPilot Mini. For information about using modem access refer to the CallPilot 150 Installation and Maintenance Manual.

#### To set access passwords

- Click the Configuration heading.
- Click the Access Passwords link. The Access Passwords page appears.

- 3 To set an access password for Call Center administration:
  - In the Call Center Administration box type the Call Center administration password.
  - In the Confirmation box type the Call Center administration password again.
- **4** To set an access password for modem access:
  - In the Modem Access box type the modem access password.
  - In the Confirmation box type the modem access password again.
- 5 Click the Submit button.

## **Configuring CallPilot network settings**

You can set the names and addresses that appear for CallPilot Manager in browser windows and in the network environment.

Configure CallPilot network settings through CallPilot Manager only if you use CallPilot Mini or CallPilot 150. If you use Business Communications Manager you configure CallPilot network settings through Unified Manager.

#### To set the unit address and identification properties

- 1 Click the Configuration heading.
- 2 Click the **Unit Address/Identification** link. The Unit Address/Identification page appears.
- 3 In the Host name or IP Address box type the Internet address or FQDN (Fully Qualified Domain Name) of your CallPilot server. If you type in an FQDN name make sure that you also enter the DNS configuration in steps 6 and 7.
- 4 If you want to reset the IP address to the factory default, click the Reset to Defaults button.
- 5 In the Subnet Mask box type the subnet mask address.
- 6 In the **Primary DNS** box type the IP address of your network's primary Directory Name Server.
- 7 In the **Secondary DNS** box type the IP address of your network's backup Directory Name Server. The secondary DNS is optional.
- 8 In the **Default Gateway** box type the IP address of your network's gateway server. The default gateway is optional.
- 9 Click the Submit button.
- **10** Reboot your system for the settings to take effect.

## **Service Directory Numbers**

If you have a CallPilot Mini system, you can set up a Service DN (Directory Number) Table that links features to individual DNs. When a caller dials the DN, they are connected to the feature that you set up in the Service DN Table.

The Service DN Table can have a maximum of 30 entries.

To receive Service DN treatment, a caller must dial the Service DN directly. A caller whose call has been redirected to the Service DN, for example from Call Forward All Calls, does not receive the Service DN treatment.

#### Features you can create Service DNs for

#### **Direct logon to voicemail**

Callers who call a DN that you associate with voicemail are directly connected to voicemail after they enter their mailbox number and password. From their mailbox they can access all of the features associated with their mailbox, such as playing, sending and deleting messages.

Mailbox subscribers can log on to their mailbox from an external line without listening to their greeting and pressing \* \* to access their mailbox.

#### **Express Messaging**

Callers who call a DN that you associate with Express Messaging are directly connected to the Express Messaging feature. With Express Messaging, callers can leave a message in any subscriber's mailbox without making the subscriber's phone ring. For example, an assistant can directly call their manager's voicemail mailbox without disturbing their manager.

#### Name Dialing

Callers who call a DN that you associate with Name Dialing are directly connected to the Name Dialing feature. The caller is prompted to enter the number or name of the person they wish to reach. If the caller wants to enter the a name, they are prompted to spell the person's name using the dialpad.

#### **Auto Attendant**

Callers who calls a DN that you associate with Auto Attendant are directly connected to the Auto Attendant. The Auto Attendant prompt asks the caller to enter the extension they wish to call, or to press ① to reach the operator, # to use the Directory, or \* to leave a message.

#### **Greeting Table**

External callers who call a DN that you associate with a Greeting Table are connected to the Greeting Table. Callers hear the Company Greeting followed by Touchtone Gate. If callers press or if Touchtone Gate is set to none, callers hear the CCR Tree that is configured for that time of day. Only external callers get the Greeting Table service. If the caller is internal, they are connected with the Auto Attendant. For more information about Touchtone Gate see "About Touchtone Gate" on page 62.

## **Adding or changing Service Directory Number Table entries**

#### To add a Service Directory Number Table entry

- 1 Click the Configuration heading.
- 2 Click the Service Directory Number link. The Service Directory Number Table page appears. A Service Directory Table can have a maximum of 30 entries. If the Service Directory Number Table is full, the Add button is not available.
- 3 Click the Add button.
  The Service Directory Number Setup page appears.
- 4 In the Service DN box, type the directory number you want to add. Do not include hyphens or spaces.
- 5 In the **Service DN Description** box, type a description of the service you wish to add. The description can be a maximum of 50 characters.
- 6 Select the type of service you want the DN to be associated with. For a detailed explanation, see "Features you can create Service DNs for" on page 112.

Voicemail DN	Callers who dial this DN are directed to a CallPilot log on prompt. From here they can log on to their mailbox.	
Express Messaging	Callers who dial this DN can leave a message for the mailbox owner without having the mailbox owner's phone ring.	
Name Dialing	Callers who dial this DN can call a subscriber by spelling their last name.	
Auto Attendant	Callers who dial this DN are connected to the Auto Attendant.	
Greeting Table	External callers who dial this DN are connected the Greeting Table. Internal callers are connected to the Auto Attendant.	

7 Click the **Submit** button.

#### To change a Service Directory Table entry

- 1 Click the Configuration heading.
- 2 Click the Service Directory Number Table link. The Service Directory Table page appears.
- 3 Click the Change link for the entry you want to change. The Service Directory Number Setup page appears with the Directory Number in the Service DN box.
- 4 Make the changes you want to the **Service DN** and **Service DN Description**, and select the correct **Service**.
- 5 Click the **Submit** button.

## To delete a Service Directory Table entry

- 1 Click the Configuration heading.
- 2 Click the Service Directory Number Table link. The Service Directory Table page appears.
- 3 Click the **Delete** link for the entry you want to delete. A message appears that asks you to confirm the deletion.
- 4 Click the OK button.

## Configuring your switch for Service DNs

The Service DN Table associates Phantom DNs or telephone set DNs with the service you designate in the Service Directory Table.

There are two ways you can configure your switch configuration for Service DNs:

- by associating a Phantom DN with a Service DN
- by associating a telephone set with a Service DN

#### When to use a Phantom DN

Use a Phantom DN if you want to have callers go to a service such as Voicemail or Name Dialing, where callers are sent directly to the service without speaking to a person. Configure the Phantom DN to match the Service DN as configured in CallPilot Manager.

#### When to use a telephone set

Use a telephone set if you want to send callers to a telephone that rings before they get Service DN treatment. For example, use a telephone set for a Greeting Table Service DN, so that calls can come to a telephone set first and a live operator can answer the call before it is picked up by the Greeting Table. Configure the telephone set DN to match the Service DN as configured in CallPilot Manager. See "Configuring telephone sets" on page 119.

#### **About Phantom DNs**

Instead of using telephone sets or dummy ACD DNs to route calls, CallPilot can use "virtual telephones" that exist only in software and have no associated hardware. The DN associated with a Phantom telephone is called a Phantom DN.

Each of the services defined in the Service DN table requires a Phantom DN. The Service DN configured in the CallPilot Manager must match the Phantom DN configured on the switch.

Forward all Phantom DNs to the CallPilot Mini DN.

## **Configuring Phantom DNs**

To create a Phantom DN, you first create a Phantom loop, and then define a TN within the loop. The system recognizes that any TN defined within the loop is a Phantom TN. Each Phantom TN is assigned a DN - the Phantom DN. When you enter the DN in the Service DN Table, it becomes the dialable number of a CallPilot service.

#### To configure Phantom DNs

- 1 Check for existing Phantom loops. If no Phantom loops are configured, go to "To configure a Phantom superloop" on page 117.
- **2** Configure a Phantom DN. See "To configure a Phantom DN" on page 117.

#### To check for existing Phantom loops

A Phantom loop must exist before you begin to configure Phantom DNs. Use overlay 22 to print the configuration record to see if any Phantom loops are already configured. A Phantom loop is shown with the prefix "P", as illustrated in this example:

CEQU
MPED 8D
SUPL 000 004 008 012
016 032 036 040
048 P064 P068 (phantom loops 64 and 68)
DDCS



**Note:** You can use superloops as Phantom loops.

After you check for existing Phantom loops:

 if no Phantom loops are configured, continue with "To configure a Phantom superloop" on page 117

or

• if a Phantom loop is configured, go to "To configure a Phantom DN" on page 117.

#### To configure a Phantom superloop

If no Phantom loops are configured, use load overlay 97. For each prompt listed below, enter the response indicated. For prompts that are not listed, accept the default by pressing Enter.

Prompt	Response	Description
REQ	CHG	
TYPE	SUPL	Superloop.
SUPL	Nxxx	Prefix the loop number with N to create a Phantom loop. On the Option 11C on X11 Release 24 or higher, the range is 96–112 in multiples of 4 (see Phantom loop to card translation on page 5).
	<enter></enter>	Press Enter to the end of the overlay (the REQ prompt).
REQ	***	Exits the overlay.

### To configure a Phantom DN

Use Load overlay 10. For each prompt listed below, enter the response indicated. For prompts that are not listed, accept the default by pressing Enter.

Prompt	Response	Description
REQ	NEW	
TYPE	500	PBX set type
TN	c u	Terminal number where c is the card (see "Phantom loop to card translation" on page 118), and u is the unit. PHANTOM is echoed by the switch when the specified loop is phantom.
CDEN	Xx	The card density supported by the loop, where xx can be SS - single density D - double density 4D - quadruple density
DN	Yyyy	The Service DN as configured in the CallPilot Mini Service DN Table.
CLS	UNR	Unrestricted. Phantom DNs cannot originate calls, so this option is secure.
FTR	DCFW nn xxxx	DCFW = Default Call Forward  nn = maximum number of digits in the DCFWDN  xxxx = The CallPilot Mini DN.

	<enter></enter>	Press Enter until you reach the end of the overlay(REQ prompt).
REQ		If you are finished adding Phantom DNs, enter **** to exit.
		To add another DN, return to the top of the table.

## Phantom loop to card translation

Superloop to card mapping

SUPL	Card		
	Option 11 & CSE1K	CSE1K	
96	61-64	81-84	
100	65-68	85-88	
104	69-72	89-92	
108	73-76	93-96	
112	77-80	97-99	

## Configuring telephone sets

To have a telephone ring before calls are transferred to a Service DN, configure a telephone set that has a DN associated with a Service DN.

#### To configure a 500 telephone set as a Service DN

If you want to configure a rotary dial telephone set, first load overlay 10. For each prompt listed below, enter the response indicated. For prompts that are not listed, accept the default by pressing Enter.

Prompt	Response	Description
REQ	NEW	
TYPE	500	PBX set type
TN	c u	Terminal number where c is the card, and u is the unit.
CDEN	Xx	The card density supported by the loop, where xx can be SS - single density D - double density 4D - quadruple density
DN	Yyyy	The Service DN as configured in the CallPilot Mini Service DN Table.
CLS	UNR, FNA	Class of Service options UNR = Unrestricted FNA = Call Forward No answer Allowed
FDN	Xxxx	xxxx = the CallPilot Mini
Hunt	Xxxx	Hunt DN of the next station in the Hunt chain xxxx = The CallPilot Mini DN
	<enter></enter>	Press Enter until you reach the end of the overlay(REQ prompt).
REQ		If you are finished adding Phantom DNs, enter **** to exit. To add another DN, return to the top of the table.

## To configure a digital telephone set as a Service DN

If you want to configure a digital dial telephone set, first load overlay 10. For each prompt listed below, enter the response indicated. For prompts that are not listed, accept the default by pressing Enter.

Prompt	Response	Description	
REQ	NEW		
TYPE	aa	PBX set type	
TN	c u	Terminal number where c is the card, and u is the unit.	
CDEN	Xx	The card density supported by the loop, where xx can be SS - single density D - double density 4D - quadruple density	
FDN	Xxxx	Flexible Call Forward No Answer xxxx = The CallPilot Mini DN.	
CLS	UNR, FNA	Class of Service options UNR = Unrestricted FNA = Call Forward No answer Allowed	
Hunt	Xxxx	Hunt DN of the next station in the Hunt chain xxxx = The CallPilot Mini DN	
KEY	Xx aaa yy	Xx is the key number.  Aaa is the key name or function (e.g. SCR).  yy is the Service DN as configured in the CallPilot Mini Service DN Table.	
	<enter></enter>	Press Enter until you reach the end of the overlay(REQ prompt).	
REQ		If you are finished adding Phantom DNs, enter  **** to exit.  To add another DN, return to the top of the table	

# Chapter 13 CallPilot Manager operations

## **Backing up and restoring CallPilot information**

You can back up CallPilot Manager information if you use CallPilot 150 or CallPilot Mini. If you use Business Communications Manager, you back up the system using the Unified Manager Backup, Restore and Upgrade utility.

For information on how to back up and restore CallPilot Manager information:

- for CallPilot 150 or CallPilot Mini refer to the CallPilot Mini/CallPilot 150 Installation and Maintenance Manual
- for Business Communications Manager refer to the Business Communications Manager 3.0 Programming Operations Guide

## **Resetting CallPilot**

You can reset CallPilot settings back to the factory default.

Resetting CallPilot settings removes all mailboxes, messages, contents and programming, except for software authorization codes. The software authorization codes are not removed.

If you are resetting CallPilot 150 or CallPilot Mini you can keep the system's IP Address, Subnet Mask and DNS settings.

#### To reset CallPilot for CallPilot 150 and CallPilot Mini

- 1 Click the **Operations** heading.
- 2 Click the Reinstall link.
  - A message appears that asks you to enter your System Administrator password to continue.
- 3 Type your **System Administrator** password in the box, and if you want to keep the system's IP Address, Subnet Mask and DNS settings, select the check box.
- 4 Click the Submit button to continue.
  - A message appears that says that the reinstallation is in progress.
  - When the reinstall is complete, the Login page appears.
- 5 After you log on, the Quick Installation Wizard appears.

## To reset CallPilot for Business Communications Manager

1 Press © 9 8 2.

Pswd: RETRY <u>OK</u>

Enter the Operator password and press OK.

The default password is 6 7 3 7 2 8 6 7 (Operator).

Atdt avail: N CHNG NEXT 3 Press 1.

Pswd: RETRY OK

4 Type the password 7 3 4 6 7 8 2 5 5 (Reinstall).

XXXXXXXX RETRY OK

**5** Press <u>0K</u>.

Reset database? <u>YES</u> NO

6 Press <u>YES</u>.

Resetting...

7 The reinstallation is in progress.

System ready

When the reinstall is complete the displays shows System ready.

The next time you log on the Quick Installation Wizard appears.

## **Changing the Operator settings**

#### **Setting the Auto Attendant Status**

When your company Receptionist or Operator is available to respond to callers, set the Auto Attendant Status to Yes. When your company Receptionist or designated Operator goes for a break or leaves in the afternoon set the Auto Attendant Status to No.

When the Auto Attendant Status is set to No, a caller who requests an Operator is informed the Operator is not available, and is transferred to the Menu options to dial another extension or leave a message.

#### To set the Auto Attendant Status

- 1 Click the **Operations** heading.
- 2 Click the **Operator Settings** link. The Operator Settings page appears.
- 3 Check the Attendant Available option if the Operator is available.
- 4 Click the Submit button.

#### Changing the Business Open setting

The Business Open setting overrides the scheduled times programmed for the Morning, Afternoon, and Evening in the Greeting Tables.

When Business Open is set to Yes, greetings are played according to the time scheduled in the Greeting Tables. For example, if Business Open is set to Yes, the Morning, Afternoon and Evening Greetings play automatically according to the start times programmed in the Greeting Tables.

When the Receptionist or designated Operator sets the Business Open to No at the end of the business day or prior to the weekend, the Non-business hours Greeting continues to play until the Business Open is set to Yes.

Ask the Receptionist or designated Operator to select the Business Open check box in the morning when your company opens. Ask the Receptionist or designated Operator to clear the Business Open check box at the end of the business day.

#### To change the Business Open setting

- 1 Click the **Operations** heading.
- 2 Click the Operator Settings link. The Operator Settings page appears.
- 3 Select the Business Open check box if you want to enable the Business Open setting.
- 4 Click the Submit button.

#### **Changing the Answer Lines Status**

CallPilot can answer all your Central Office (CO) lines included in line configuration. When Answer Lines is enabled, CallPilot answers all incoming calls and presents each caller with the Company Greeting and Auto Attendant Menu. You can designate whether or not CallPilot answers your company lines. If Answer Lines is disabled, CallPilot does not answer incoming calls. All incoming calls must be answered and routed by your company Receptionist.



**Note:** This setting is not available if you use CallPilot Mini.

#### To change the Answer Lines Status

- 1 Click the **Operations** heading.
- 2 Click the Operator Settings link. The Operator Settings page appears.
- 3 Select the **Answer Lines** check box to have your lines answered by CallPilot, or do not select the check box if you want the receptionist to answer calls.
- 4 Click the Submit button.

#### Changing the Attendant default extension

Whenever anyone asks to speak to your company Receptionist or Operator, CallPilot transfers the call to the Attendant extension. You can change the Receptionist or designated Operator extension number. If the Attendant extension number changes, you must change the extension of the General Delivery Mailbox to the new extension number of the Operator. Callers can request to speak to your company Receptionist or designated Operator when the Auto Attendant prompt announces the option and the Operator status is set to Yes. Callers who request an Operator are transferred to the new extension. If the Operator does not answer, the call transfers to the General Delivery Mailbox.

#### To change the Operator default extension

- 1 Click the **Operations** heading.
- 2 Click the Operator Settings link. The Operator Settings page appears.
- **3** In the **Attendant** box, type the Operator's extension number.
- 4 Click the Submit button.

### **Attendant Console settings for CallPilot Mini**

If you use Attendant Console on CallPilot Mini:

- When you use Night Service, if you want all of the incoming calls to the Attendant Console to be forwarded to the Auto Attendant, you must set the Night Service DN to the CallPilot DN. You do this through your M1 programming. For information about how to do this refer to sections LD14 and LD15 in the Software Input/Output Guide Administration Document Number: 553-3001-311, Document Release: Standard 9.00, Date: January 2002.
- When you use Night Service, you must also change the Greeting Table Attendant extension to the extension of person responsible in answering all incoming calls during Non-Business hours. For example, this can be the Front Desk or Security. To do this follow the procedure "To assign a Greeting Table Attendant" on page 57.

Caution: To avoid an endless loop when you are in Night Service, make sure that you set a valid attendant extension in the Greeting Table page. This extension cannot be the Attendant Console DN.

• When you use Day Service, to have callers reach the Attendant Console, set the Operator Settings Attendant and the Greeting Table Attendant to the Attendant console DN. When callers press "0" to reach an attendant, the calls will be directed to the Attendant Console. You do this by setting both the Operator Attendant extension on the Operator settings page and the Greeting Table Attendant to the Meridian 1 Attendant DN. For how to change the Attendant settings refer to "Changing the Attendant default extension" on page 124.

## **Resetting the Operator password**

You can reset the Operator password to the default at any time.

The default Operator password is 6 7 3 7 2 8 6 7 (Operator).



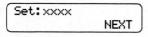
**Note:** If you use CallPilot Mini you do not have an Operator password. Therefore you do not have to change the Operator password.

## To reset the Operator password from CallPilot Manager

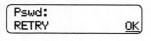
- 1 Click the **Operations** heading.
- 2 Click the Operator Settings link. The Operator Settings page appears.
- 3 Select the Operator Password check box.
- 4 Click the Submit button.

## To reset the Operator password from a telephone - Business Communications Manager and CallPilot 150.

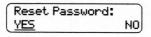
1 Press © 985.



2 Press 7.



Press 7 3 7 3 8 6 7 3 7 7 7 9 3 (Resetoperpswd) and press <u>0K</u> or #.



4 Press <u>YES</u> or #].

## Changing CallPilot Manager settings from a remote telephone

You can access CallPilot Manager to change a greeting or the Business Status by using the dialpad of an external tone dial telephone. Remote Administration must be done through the System Administrator Mailbox. The System Administrator Mailbox must be initialized before Remote Administration can be accessed.

For information about Remote Administration, refer to the CallPilot Reference Guide.

## Changing the Operator settings from a telephone

From a telephone you can:

- · set the Operator Status to On or Off
- change the Operator password
- · set the Business Status
- assign CallPilot Line answering
- change Auto Attendant Status



**Note:** If you use CallPilot Mini, change your Operator settings from CallPilot Manager. For how to change your Operator settings refer to "Changing the Operator settings" on page 123."

## **Setting the Operator status**

Set the Operator status to Yes when your receptionist or operator is available to respond to callers. Set the Operator status to No when your receptionist or designated operator goes for a break, lunch, or leaves in the afternoon.

When the Operator Status is set to No, a caller who requests an Operator is informed the Operator is not available, and is transferred to the Auto Attendant to dial another extension or leave a message.

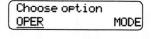
## To set the Operator status

1 Press © 9 8 2.



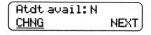
Enter the default Operator password 6 7 3 7 2 8 6 7 (Operator) and press <u>OK</u>.

To change the Operator password, see "Changing the Operator password" on page 128.



3 Press <u>OPER</u>.

This display appears if you have Call Center installed. If you do not have Call Center installed, go to step 4.



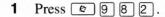
Press CHNG to select Y or N.

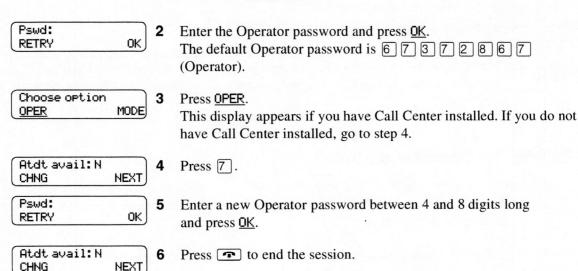
**5** Press **r** to end the session.

## **Changing the Operator password**

You can change the Operator password at any time. The password must be between four and eight digits, and cannot begin with a zero.

## To change the Operator password



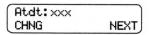


## Changing the Operator default extension

When callers request to speak to your company Receptionist or Operator, CallPilot transfers the call to the Operator's extension. You can change the receptionist or designated Operator extension number. Callers can request to speak to your company receptionist or designated Operator if the Auto Attendant voice prompt announces the option and the Operator Status is set to Yes.

## To change the Operator default extension

Press 9 8 2. Pswd: 2 Enter the Operator password and press OK. RETRY 0K Choose option 3 Press OPER. MODE **OPER** This display appears if you have Call Center installed. If you do not have Call Center installed, go to step 4. Atdt avail: Y 4 Press <u>NEXT</u> until you see the display in step 5. NEXT CHNG Atdt: (none) 5 Press CHNG. OK. CHNG Ext: 6 Enter the Operator extension. RETRY QUIT



7 Press **•** to end the session.

Callers who request the Operator are transferred to the new extension. If the Operator does not answer, the call is transferred to the General Delivery Mailbox.

## **Setting the Business Status**

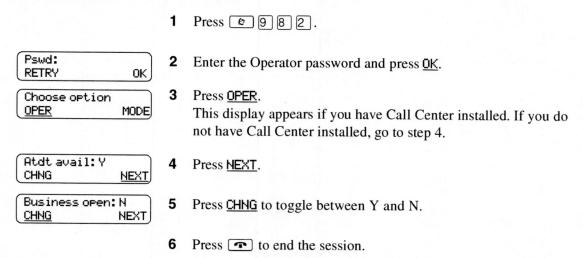
The Business Status setting overrides the Morning, Afternoon, and Evening Greeting Tables.

If you set the Business Status to Yes, greetings are played according to the time scheduled in the Greeting Tables. For example, if Business Status is set to Yes, the Morning, Afternoon and Evening Greetings play automatically according to the start times programmed in the Greeting Tables.

When the receptionist sets the Business Status to No at the end of the business day or prior to the weekend, the Non-business hours Greeting plays until the receptionist sets the Business Status to Yes.

Have the receptionist or designated Operator change the Business Status to Yes in the morning when your company opens. At the end of the business day, have the Receptionist or designated Operator set the Business Status to No.

## To set the Business Status



## Changing greetings or the Business Status from a remote telephone

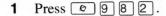
You can change a greeting or the Business Status from the dialpad of external tone dial telephone. You must do remote administration through the System Administrator Mailbox. For information about remote administration, refer to the *CallPilot Reference Guide*.

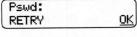
## Setting up line answering

CallPilot can answer all your Central Office (CO) lines included in line configuration. You can designate whether or not CallPilot answers your company lines. When Answer Lines is enabled, CallPilot answers the incoming calls and presents each caller with the Company Greeting and the Auto Attendant menu. When Answer Lines is disabled, CallPilot does not answer incoming calls. Your receptionist must answer and route incoming calls.

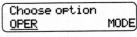
For more information about line configuration, refer to "Setting the Auto Attendant properties" on page 61.

## To assign Answer Lines

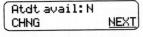




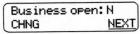
2 Enter the Operator password and press OK.



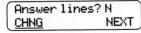
3 Press OPER.
This display appears if you have Call Center installed. If you do not have Call Center installed, go to step 4.



4 Press NEXT.



5 Press NEXT.



- 6 Press CHNG.

  If you set Answer Lines to N the display shows: Disabling...

  If you set Answer Lines is set to Y the display shows: Enabling...
- 7 Press **r** to end the session.

# Chapter 14 Broadcast and Information messages

## **About Broadcast messages**

You can send a Broadcast message if you need to send a message to every initialized mailbox on your system. Broadcast messages play on all mailboxes initialized with CallPilot. You can send a Broadcast message to announce meetings, special company events, and reminders. Sending a Broadcast message eliminates recording and sending the same message several times.

As the System Administrator, you are the only person who can send Broadcast messages. In order to send a Broadcast message, you must know the Broadcast message address.

- If you use the CallPilot interface or CallPilot Mini 9 0 0 is the default Broadcast message address
- If you use the Norstar Voice Mail interface 9 is the default Broadcast message address



Note: Broadcast messages are not sent to Information or General Delivery mailboxes.

Follow the procedures that apply to the interface you use.

## To record and send a Broadcast message - Norstar Voice Mail

1 Press © 981.

Log: QUIT RETRY OK

2 Enter the System Administrator Mailbox number and password and press <u>OK</u> or #].

0 new 0 saved PLAY REC ADMIN

Enter the Broadcast message address.

The default Broadcast message address is 9.

Record message: RETRY PAUSE OK

4 At the tone, record your Broadcast message and press <u>OK</u> to end your recording.

Accept rec? RETRY PLAY OK Fress PLAY to listen to your Broadcast message before sending it or press OK to accept your recording or press RETRY to re-record your Broadcast message.

Your message is delivered to all initialized mailboxes or press 

↑ or ★ to cancel sending the Broadcast message.

6 Press • to end the session.

## To record and send a Broadcast message - CallPilot

Press @ 9 8 1. Mbox: Enter the System Administrator mailbox number and RETRY <u>0K</u> press OK or # . Pswd: Enter the System Administrator mailbox password and <u>0K</u> RETRY press OK or # . A mailbox summary is announced. Press COMP or 7 5. To: Enter the Broadcast message address and press <u>OK</u> or #. DONE NAME SPEC The default Broadcast message address is 9 0 0. The Broadcast message address changes if you change the Group List leading digit. **EMPTY** Press REC or 5 and record the Broadcast message at the tone. REC Recording... 7 Press OK or # to end your recording REREC 0K press REREC to erase and re-record the Broadcast message. Rec stopped Press PLAY or 2 to listen to your message SEND PLAY press <u>SEND</u> or 7 9 to send the Broadcast message press <u>DEL</u> or 7 6 to erase and re-record the Broadcast message.

Press **•** to end the session.

## To record and send a Broadcast Message - CallPilot Mini

- 1 Dial the CallPilot Messaging access number, then enter the System Administrator mailbox number and press #].
- 2 Enter the System Administrator mailbox password and press #.
- **3** Press 7 5.
- 4 Enter the Broadcast message address and press #. The default Broadcast message address is 9 0 0. The Broadcast message address changes if you change the Group List leading digit.
- **5** Press 5 and record the Broadcast message at the tone.
- 6 Press # to end your recording.
- Press 2 to listen to your message or press 7 9 to send the Broadcast message or press 7 6 to erase and re-record the Broadcast message.
- **8** Hang up to end the session.

## Information mailbox messages

Your business or departments within your business can use Information mailboxes to provide callers with messages and announcements. You or another person responsible for the Information mailbox can record and update the Information mailbox message.

You can use Information mailbox messages to:

- announce sales
- provide product lists
- · announce special events

Make it easy for callers to access Information mailbox messages by mentioning the Information mailbox in the Auto Attendant, or by asking the operator to route enquiries to the Information mailbox.

Callers cannot leave messages in an Information mailbox. Callers automatically disconnect after they listen to an Information mailbox message.

## About recording an Information mailbox message

Before you record an Information mailbox message, you must determine what the message includes. As you prepare the message, be sure to include important times and dates.

For example: "Paddy's Dance Studio proudly presents an extravaganza of dance. The entertainment begins at 8:00 pm on the fourth of July. Toddlers tap is in the White Room. Folk dance is in the Green Room. Classical ballet is in the Pink Room. Contemporary jazz is in the Blue Room. The studio and recital rooms are located at 222 Main Street."

Write the message down and practice reading it aloud. When you are confident the message includes everything you want it to, record the message. If you use a system with bilingual capability, you must record the Information mailbox message in both languages.

An Information mailbox message can be either a Primary or an Alternate mailbox greeting. Use the procedure "To record an Information mailbox message - Business Communications Manager and CallPilot 150" on page 135 to record an Information mailbox message.

## To record an Information mailbox message - Business Communications Manager and CallPilot 150

- Press 981.

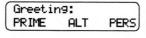
  Follow the voice prompts or the display button options to open the Information mailbox. Do not enter your mailbox number or password. Enter the mailbox number and password of the Information mailbox.
- **2** If you use the CallPilot interface:
  - Press 8 2 to open the Greetings Options menu
  - Go to step 3

If you use the Norstar Voice Mail interface:

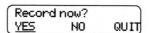
- Press ADMIN or 8
- Press <u>GREET</u> or 2
- Go to step 3

### Greeting options <u>REC</u> CHOOSE CFWD

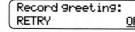
3 Press REC or 1.



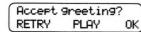
4 Press PRIME or 1 to record the Primary Information mailbox message or press ALT or 2 to record the Alternate Information mailbox message.



**5** Press  $\underline{YE5}$  or  $\boxed{1}$  and record the message at the tone.



**6** Press  $\underline{0K}$  or # to end the recording.



7 Press OK or # to accept the recording or press PLAY or 1 to listen to the greeting or press RETRY or 2 to rerecord the greeting.

**8** Press **•** to end the session.

## To record an Information mailbox message - CallPilot Mini

- 1 Dial the CallPilot Messaging access number and press # .
- 2 Enter the Information mailbox number and password, then press #.

  The System Administrator creates the password when they initialize the mailbox. Ask the System Administrator for the Information mailbox password.
- **3** Press 1.
- 4 At the sound of the tone, record the Information mailbox greeting. Press # when you are done.
- Fress # to accept the recording or press 1 to listen to the greeting or press 2 to rerecord the greeting.
- 6 Press # to end the session.

# Chapter 15 Troubleshooting CallPilot

This chapter describes problems that can occur when you operate CallPilot, and suggested solutions.

### The Auto Attendant does not answer calls

- Verify that you have assigned the lines to the Greeting Table, and the Answer Mode for the line is Auto-Attendant. This means that CallPilot 150 or Business Communications Manager is set to answer the line.
- All the channels can be busy. Try calling back. Your call is answered when a channel is available.
- Verify that greetings are recorded and assigned to the Greeting Table. These greetings default to the Greeting Tables and must be recorded for the Auto Attendant to operate. Refer to "Setting up a Greeting Table" on page 55.
- If the channels are frequently busy, it indicates there is too much activity. Contact your advice line or sales representative.

### **CLID** information is lost

If you use analog lines, the Auto Attendant must be set to answer after two or more rings for CallPilot Manager to record call log information related to an incoming call. For information about setting the number of rings, refer to "Setting the Auto Attendant properties" on page 61.

### The Auto Attendant transfers some callers to the General Delivery Mailbox

The system requires a tone dial telephone signal and a minimum voice level. The system waits for a caller to respond. If a response is not received, the caller is transferred to the Receptionist or designated Operator. If they are not available, the caller is automatically transferred to the General Delivery Mailbox. The caller is transferred to the General Delivery Mailbox if an extension does not have a mailbox.

For the system to transfer calls correctly, each mailbox must have a unique extension number. To verify that mailboxes have a unique extension number, print the Directory Report.

### Greetings play at the wrong time of day

There are four possible causes for this problem:

- The Business Open setting is not selected. Select the Business Open check box. Refer to "Changing the Business Open setting" on page 123 for information.
- The wrong greeting numbers are assigned to the Greeting Table.
- The business hours are set incorrectly.
- The system time and date are incorrect for your system.

### External callers hear the wrong greeting

If external callers hear the wrong greeting, (for example, callers who dial the sales number hear the service greeting), you must reassign lines to the Greeting Table. Refer to "Setting the Auto Attendant properties" on page 61.

### A telephone cannot be forwarded to the system

If you try to forward your incoming calls to the system and the display shows Forward denied, it is possible that you are forwarding to the wrong extension number. Use Feature 985 to display the correct extension number for the system, and compare this number to the extension that your telephone is forwarded to.

### Feature 981 produces a Log prompt on the telephone display

Whenever the Log prompt appears on the display, it can be caused by the telephone not having an assigned mailbox. If the extension does not have an assigned mailbox, CallPilot 150 or Business Communications Manager requests both a mailbox number and a password.

## A subscriber cannot reply to an external caller or use Off-premise Message Notification or Outbound Transfer

An Outdial type must be assigned before a subscriber can reply to an external caller using the Reply feature or use Off-premise Message Notification or Outbound Transfer.

The default for Outdial type is None. Until you assign a line, route or line pool as the Outdial type for a mailbox, the mailbox owner can use the Reply feature to return calls from internal extensions only, Off-premise Message Notification for internal extensions only and Outbound Transfer for internal extensions only.

For subscribers to reply to external callers you must enable Reply Translation in the Dialing Translation Properties and subscribers must be replying to numbers that are translated in the Dialing Translation Table.

### Telephone extension and mailbox numbers are different lengths

For CallPilot Manager to work properly, the mailbox number length must match the extension number length assigned to the system. If the extension number length is changed on the system, you must re-initialize and reprogram CallPilot.

### You cannot access a line or a line pool

Check that your system supports the feature you are trying to use. If calls are not completed when you try to reply to a CLID message or reach an Off-premise Message Notification number, ensure Outdialing is assigned, is available and is correctly configured. For more information refer to your system documentation.

### Personalized greetings do not play

Personalized greetings do not play if a telephone is on Call Forward Busy or Call Forward All Calls to the CallPilot extension number. If you use analog lines and a telephone is CFB or CFAC, Personalized greetings depend on the CLID information that is received prior to the second ring. Personalized greetings do not play if the Auto Attendant is set to answer at 0 or 1 ring. The Primary or Alternate Personal Mailbox Greeting plays instead. Change the number of rings to 2 or more.

### Mailboxes do not accept messages

A mailbox does not accept messages if:

- it is not initialized
- CallPilot message storage capacity is full

### Messages are removed from a mailbox

If messages are being removed, check the message retention period in the mailbox Class of Service. To check the Class of Service, refer to "Viewing or editing a Class of Service" on page 42.

### A mailbox owner lost the mailbox password

A forgotten password cannot be recovered. The password associated with the mailbox must be reset to the default password 0000. After a password has been reset to the default, the mailbox owner must change it in order to use the mailbox. To reset a password, refer to "Changing mailbox settings" on page 41.

### A mailbox owner cannot access their mailbox

Each mailbox is assigned a maximum number of incorrect password attempts in its Class of Service. CallPilot records the number of incorrect attempts from the last time the mailbox was successfully accessed. If the number is exceeded the mailbox owner is "locked-out" and hears the message "This mailbox is locked to prevent unauthorized access. Contact your administrator for assistance." The mailbox cannot be opened again until the you reset the password. To reset a password, refer to "Changing mailbox settings" on page 41.

### A mailbox is not in the Company Directory

Verify the mailbox is initialized. If the mailbox is not initialized, it does not appear in the Company Directory. Verify the Company Directory property for the mailbox is set to Yes. Refer to "Changing mailbox settings" on page 41.

### Calls are answered by the wrong mailbox

Verify the correct extension is assigned to the mailbox.

### A mailbox cannot be added to CallPilot Manager

Ensure that the mailbox is not already added. Mailbox numbers must be unique. Check that the number of mailboxes on your system has not been exceeded. If you have not exceeded the number of mailboxes on your system, you can purchase a software authorization code to add more mailboxes. On CallPilot 150 and CallPilot Mini you can have a maximum of 200 subscriber mailboxes. On Business Communications Manager you can have a maximum of 998 subscriber mailboxes.

## Incomplete messages are received in a mailbox, or "Message delivered" plays while recording a message or a CallPilot session ends unexpectedly

These situations can be caused by a problem called Talk Off. Talk Off occurs if CallPilot interprets certain voice patterns as Dual Tone Multi Frequency (DTMF) dialing tones. DTMF dialing tones are produced when buttons are pressed on a touch dial telephone. When you press a button on the dialpad, CallPilot receives a DTMF dialing tone and performs the correct operation. For example, after you enter your mailbox password, you can press the # button. The DTMF dialing tone sent to CallPilot indicates you have finished entering your password.

Some voice patterns are the same as DTMF dialing tones. This can make CallPilot function incorrectly. For example, if in the middle of a message you say something that sounds like a DTMF dialing tone created by pressing the # button, the recording session ends. Correcting Talk Off requires adjustments to your CallPilot system. Call your advice line for more information.

### You cannot create a Group List

The maximum number of Group Lists that can be created is 99. The CallPilot Group List must be enabled during installation. If the Group List feature is not enabled, you cannot create a Group List.

### CallPilot does not accept a Path number for a CCR Tree

If you enter an incorrect digit while assigning a Path number, an error message appears. The possible causes are:

- you entered an incorrect Path number. You can use only numbers 1 through 8 as Path numbers. Do not use 0 or 9 as Path numbers.
- you attempted to exceed the maximum number of Paths.

### A CCR Tree cannot be deleted

A Tree cannot be deleted while it is in use. You must disable the Tree before you can delete it.



**Note:** For more information about deleting the Tree, refer to "Deleting a CCR Tree" on page 85.

### Leave Message mailbox for a CCR Tree is full

The mailbox is equipped with a Never Full Mailbox feature, which lets a caller leave a message in the mailbox, even if the mailbox is "full". The message is stored, but cannot be accessed until the mailbox owner deletes some of the messages in the mailbox. If more message time is required, you can change the mailbox Class of Service. For more information, refer to "Viewing or editing a Class of Service" on page 42.

# Chapter 16 CallPilot configuration tips

This chapter describes system configuration enhancements that maximize the efficiency of CallPilot.

## Delayed answering by the Automated Attendant

The Auto Attendant can answer any call on specified Central Office (CO) telephone lines after a specified number of rings. CallPilot answers incoming calls if the Installer programs CallPilot to be the prime telephone for one or more designated CO lines. The Delay Ring Transfer (DRT) feature transfers unanswered calls on these lines to the Auto Attendant after the specified number of rings.



**Note:** DRT applies only to incoming calls on the assigned line. It does not affect extension calls between telephones.

## Ringing lines and answer buttons

If one or more telephones have a ringing line appearance of the same incoming telephone line, and one of these telephones is programmed with the Call Forward All Calls (CFAC) or Call Forward No Answer (CFNA) features, incoming calls on the incoming telephone line are directed to the mailbox of the programmed telephone.

For example, if a marketing receptionist's telephone has a ringing line appearance of the marketing director's telephone, and the receptionist's telephone is call forwarded to CallPilot, incoming calls transfer to the receptionist's mailbox. This is also true if the receptionist's telephone is CFNA to CallPilot and the number of specified rings on the receptionist's telephone is fewer than the specified rings on the marketing director's telephone.



**Note:** CFAC and CFNA do not affect calls on a telephone's non-ringing lines. For example, if a receptionist's telephone has a non-ringing appearance of another telephone's CO line, and the receptionist's telephone is CFAC or CFNA to CallPilot, incoming calls on this line are not affected.

## **Ringing Answer button**

If one or more telephones have a Ringing Answer Button for another telephone, and one of these is CFAC or CFNA to CallPilot, all incoming calls go to the mailbox of the call forwarded telephone.

If one or more of these telephones are CFAC to CallPilot, all calls go to the mailbox of the telephone that is connected to the lowest numbered station port on the system.

If a subscriber does not want to take any calls for a period of time, they can forward their telephone to their mailbox using CFAC. CFAC sends all calls to the subscriber's mailbox immediately without ringing at their telephone.

## To Call Forward All Calls - Business Communications Manager and CallPilot 150

o CFAC, press [e] [9] [8] [4].
o cancel CFAC:
Press @ # 4
or
press <u>CANCEL</u>
or
press Call Fwd
Note: If you use CFAC, you cannot have any lines or answer DNs programmed to ring

at your set because these calls will go to your mailbox.

## To Call Forward All Calls - CallPilot Mini

- 1 Press the Call Fwd. button.
- **2** Enter the CallPilot Messaging access number.

To cancel CFAC:

1 Press the Call Fwd. button.

## How to set up CallPilot for different businesses

There are several ways to set up CallPilot in your company. How you set up CallPilot depends on whether you use a Business Communications Manager, Meridian or Norstar system, and how many CO lines you use.

Here are examples of CallPilot configurations for a small and a medium company, and some useful application tips.

### CallPilot for a small business

### On Your Toes Dance Studio

CallPilot is the Call Forward No Answer (CFNA) extension for all the telephones in the office. This means that any call that is not answered by a mailbox owner transfers to their mailbox.

Each mailbox owner has buttons programmed on their display telephone for the CallPilot Leave Message feature ( 9 8 0 ) and the Open Mailbox feature ( 9 8 1 ). This gives easy access to these frequently used features.

Employees have a mailbox number that is the same as their telephone extension. All mailbox owners have initialized their mailbox and recorded a Personal Mailbox Greeting.

## The central receptionist

The On Your Toes Dance Studio's receptionist handles all calls from the studio's published telephone number. If the receptionist does not answer the telephone within four rings, the Auto Attendant answers the call. The receptionist is also the Direct Dial Operator. Whenever a caller presses o to speak with the operator, the call transfers back to the receptionist.

Here is how On Your Toes Dance Studio's communication system works.

The On Your Toes Dance Studio's public telephone number is 555-2468. The studio subscribes to custom calling services from the telephone company. This number forwards to any available (non-busy) line in a group of six lines. All six lines appear on the receptionist telephone.

CallPilot is the Prime Set for each of the six lines. The Delayed Ring Transfer (DRT) feature is set to forward unanswered lines to the Auto Attendant. The DRT to Prime is set to Yes, and the DRT Delay is set to four.



**Note:** Delayed Ring Transfer is a system-wide call handling feature. All lines programmed as DRT to Prime are forwarded after four rings. This is done by setting the Prime Set of the line to the CallPilot extension.

## **Greeting Table 1 for On Your Toes**

Greeting 1	"Good morning. You have reached On Your Toes Dance Studio. The studio is closed at this time. Stay on the line to leave a message."	
	The CallPilot voice prompts play after the greeting. You can make Company Greetings up to five minutes long.	
Greeting 2	"Good afternoon. You have reached On Your Toes Dance Studio."	
Greeting 3	"Good evening. You have reached On Your Toes Dance Studio."	
Greeting 4	"You have reached On Your Toes Dance Studio. The studio is closed this time. Stay on the line to leave a message."	

CallPilot uses Greeting Table 1 to answer calls after four rings. Depending on the time of day, different recorded greetings play for Morning, Afternoon, and Evening. When the Business Status is No, the Non-business Hours Greeting plays.



**Note:** Lines must be assigned to a Greeting Table before the Greeting Table greetings are used.

### **The Costume Room**

The Costume Room has one telephone with a CallPilot mailbox. Calls are directed to the Costume Room Attendant by the receptionist or the Auto Attendant. When the Attendant is not available, the caller is forwarded to the Costume Room mailbox. The mailbox primary message says:

"You have reached the Costume Room. No one is available to take your call. Please leave your name and number and a brief message after the tone and we will return your call as soon as possible."

### CallPilot for a medium business

## **Bridge Stone Engineering**

CallPilot is assigned as the Call Forward No Answer (CFNA) extension for all telephones in the office. This means that any call that is not answered by a mailbox owner transfers to their mailbox.

Subscribers have buttons programmed on their display telephone for the CallPilot Leave Message (© 9 8 0) and Open Mailbox (© 9 8 1). This gives easy access to these frequently used features.

Employees have a mailbox number that is the same as their telephone extension. Subscribers have initialized their mailbox and recorded a Personal Mailbox Greeting.

When the receptionist is not available, callers use Custom Call Routing to route their call along a call path.

## The central receptionist

Bridge Stone's receptionist handles all calls from the published telephone number. When the receptionist is unable to answer the telephone within four rings, the Auto Attendant answers the call. The receptionist is also the designated Operator. When a caller presses ① to speak with the operator, the caller transfers to the receptionist.

Here is how Bridge Stone's communication system works.

Bridge Stone's public telephone number is 123-1234. All lines appear on the receptionist's telephone. CallPilot is the Prime Set for each of the six lines. The Delayed Ring Transfer (DRT) feature forwards unanswered lines to the Auto Attendant.



**Note:** Delayed Ring Transfer is a system-wide call handling feature. All lines programmed as DRT to Prime are forwarded after four rings. This is done by setting the Prime Set of the line to the CallPilot extension.

## **Greeting Table 1 for Bridge Stone Engineering**

Greeting 1	"Good morning. You have reached Bridge Stone Engineering."  The CCR Home Menu plays after the greeting. You can make Company Greetings up to five minutes long.	
Greeting 2	"Good afternoon. You have reached Bridge Stone Engineering."	
Greeting 3	"Good evening. You have reached Bridge Stone Engineering."	
Greeting 4	"You have reached Bridge Stone Engineering. The office is closed at t time. Stay on the line to leave a message."	

CallPilot uses Greeting Table 1 to answer calls after four rings. Depending on the time of day, different recorded greetings play for the Morning, Afternoon, and Evening. When the Business Status is No, the Non-business Hours Greeting plays.

Greeting Table 1 answers calls using greetings 1 through 4. Greetings 1 through 4 play unless you assign different greetings. When the Greeting Table was configured, English was chosen as the Primary Language.



**Note:** Lines used must be assigned to the Greeting Table before the Greeting Table greetings are used.

After the Company Greeting the CCR Home Menu voice prompt plays. This menu gives callers a list of single digit options. After callers listen to the Home Menu, they select an option by pressing a number on any tone dial telephone. For example:

"To speak to our customer service representative, press []. To reach our sales department, press []. To reach our shipping and receiving department, press [3]. To speak with our receptionist, press [0].

## The Customer Service and Sales department

This department has two receptionists, two customer service representatives, two sales agents, a sales manager, and a customer service manager. CallPilot is set up to answer all calls. Callers can select either customer service or sales from the CCR Home Menu voice prompt.

Incoming calls for customer service transfer directly to the customer service receptionist. Incoming calls for sales transfer directly to the sales receptionist.

## The managers

Bridge Stone managers have a personal CO line that appears on their private telephone and their receptionist's telephone. The receptionists answer the managers' calls, and then transfer the calls to the manager's telephone.

If a manager is unavailable to take a call, the call rings back at the receptionist's set. The receptionist handles the call by asking the caller to leave a voice message in the manager's mailbox. If the caller wants to leave a message, the receptionist transfers the caller using the CallPilot Transfer feature 986.

When CallPilot is set up this way, CFNA for the manager's set is not used. The receptionist answers the manager's calls and uses CallPilot's Transfer feature to transfer the caller to the manager's telephone. The CallPilot Transfer Callback Feature returns the call to the receptionist's telephone if a manager is not available to take a call.



**Note:** The receptionist's telephone has a ringing line appearance. This telephone cannot be forwarded to another telephone.

## **Shipping and Receiving**

The employees in this department share the same telephone. This department uses one telephone line that is assigned to the loading dock. This line is assigned to Path 3 of the CCR Home Menu.

The shipping and receiving department mailbox greeting informs callers they can leave a message or press ① to speak with the receptionist.

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This section describes how system features interact with CallPilot.

### ATA 2 and ASM

One or more analog single-line sets can be connected to the system using an Analog Terminal Adapter or an Analog Station Module. This type of set works with DTMF tones to allow access to CallPilot options through the dialpad only. Rotary dials cannot be used internally with CallPilot.

### **Answer buttons**

For information about Answer Buttons, refer to "Ringing Answer button" on page 141.

### **Autodial (internal)**

To determine the CallPilot extension, press [9] [8] [5].

You can use autodial for Busy Lamp Field (BLF) indication for all voice channels. This allows CallPilot channels to be monitored during busy periods.

### **Automatic Set Relocation**

Must be set to No when changing the CallPilot extension and connections between the Norstar and Business Communications Manager system.

### Call Forward All Calls (CFAC)

Any ringing line or answer button appearance on a set forwards to the extension specified by the call forwarded. If CFAC is used a caller immediately transfers to the mailbox of the CFAC extension.

### Call Forward No Answer (CFNA)

Any ringing line appearance on a set is CFNA to the extension specified after the programmed number of rings.

CFNA is not applicable in an Auto Attendant application. If Delayed Ring Transfer (DRT) is being used for CallPilot answering, ensure that the number of rings for CFNA on any of the sets is equal to or higher than the number of rings for DRT.

CFNA takes precedence over DRT and Transfer Callback if it has a lower number of rings.

### Camp On

The Camp On feature cannot be used to access CallPilot. If a caller calls the extension and there is no answer, the caller cannot invoke the Camp On feature. Advise the caller to wait a few moments and try the CallPilot extension again.

### **Delayed Ring Transfer (DRT)**

To use CallPilot as a secondary line answering position, set DRT:

- 1 Assign the CallPilot extension as the prime extension for the specified lines that are to be DRT to CallPilot.
- 2 Set DRT to Yes.
- 3 Set DRT Delay from one to six rings.
- 4 Assign a Greeting Table to each line that is to be DRT to CallPilot.



**Note:** If DRT is used for CallPilot Answering, and telephones with a ringing line appearance forward to CallPilot, a caller immediately transfers to the mailbox of the CFAC set.

### **Disconnect Supervision**

With Line Disconnect Supervision, if a caller hangs up after reaching the Auto Attendant, CallPilot immediately breaks the connection. Disconnect Supervision results in fewer 'phantom' messages in the General Delivery Mailbox and prevents CallPilot ports from being occupied.

### Do Not Disturb (DND)

Stops all tones and ringing to a set. When a call transfers to a set with DND activated, the call appears as a flashing indicator on an available line. The Auto Attendant transfers the caller to the mailbox associated with the telephone.

### Hold

A mailbox owner cannot put a session on hold. If the hold button is pressed during a CallPilot programming session, CallPilot disconnects, except if Automatic Hold is used to transfer a caller to a mailbox or an extension. CallPilot ignores Held Line Reminder tones.

### Intercom Numbers

Inside callers can access CallPilot by pressing an intercom button and entering the extension. Access to the CallPilot feature codes and "Message for you" indication requires an intercom button on the set.

An intercom button is required to notify an extension of an incoming transfer.

### Language choice

The CallPilot language capability is independent of the system's language selection for a set. CallPilot language availability is determined by the Class of Service assigned to a mailbox.



Note: The CallPilot language option is enabled after a subscriber starts a session.

### Lines

If a line programmed for the Auto Attendant appears on a set, it rings when CallPilot transfers the call. If a line programmed to be answered by the Auto Attendant does not appear on a set, a call is transferred to an intercom line appearing on the intercom button.

### Message Send/Reply/Waiting

Any message notification left by an internal caller can be replied to using the CallPilot message reply options. After listening to a message, a subscriber can forward a copy of the message to another mailbox or call the sender of the message.



**Note:** If a subscriber replies to a message from a one line display phone (M7100, T7100, M7208 or T7208), subscribers who use the Norstar Voice Mail interface must press after listening to the message. Subscribers who use the CallPilot interface must press .

### **Night Service**

When Night Service is activated and the CallPilot prime extension is specified as the Night Ring extension for an incoming line, a caller immediately hears the CallPilot Auto Attendant.

### Prime Set (multiple)

When configuring lines, CallPilot can be designated as the prime extension. CallPilot answers with the Auto Attendant.

### **Private line**

When private lines are assigned to a set programmed to ring, CFNA to CallPilot is answered by the set's mailbox. If a private line is the only appearance on that set, CallPilot transfers calls through the intercom button.



**Note:** If the private line is not programmed to ring, CFNA is not activated.

### Ringing line preference

Ringing lines programmed to telephone extensions are recognized by CallPilot. Features such as CFNA and CFAC to CallPilot are not recognized by non-ringing lines programmed to a telephone extension. Refer to "Call Forward No Answer (CFNA)" on page 148, "Call Forward All Calls (CFAC)" on page 148 and "Answer buttons" on page 148.

### Selective Call Forward

Refer to "Do Not Disturb (DND)" on page 149.

### **Service Modes**

With the Service Modes feature you can program the system to forward all incoming calls to CallPilot during specific time periods such as lunch time or non-business hours. CallPilot answers with the Auto Attendant.

### **Transfer Callback**

Calls through the Auto Attendant that transfer to an extension without CFNA are routed by Transfer Callback to CallPilot after the designated number of rings. The CFNA/Transfer Callback feature is programmed so that calls with the fewest rings take precedence.

# Appendix Default configuration values

This appendix is a summary of the values that you can enter at the prompts that occur throughout this guide. The tables include the range or values that can be entered and, where applicable, the default setting.

	Value	Default
System Administrator password	four - eight digits	0000 (four zeros)
Special mailbox types:	two - seven digits	two digits *
General Delivery Mailbox	10 1000000	10
System Administrator Mailbox	12 1000002	12
Attendant extension	any valid CallPilot extension	none
CO Line Greeting assignment:  Line number	1 - 500	none
Greeting Table:		
Number of rings	0 - 12	0
Greeting used:		
Morning	1 - 40	1
Afternoon	1 - 40	2
Evening	1 - 40	3
Non-Business	1 - 40	4
Language		Primary

\*If the Group List leading digit is 1, the Special Mailboxes default to 20 and 22. The extension number length defaults to the Norstar system extension 1 number length. For more information, refer to the Installation Guide for your system.

	Value	Default
Extension/mailbox:		
Extension leading digit	0 - 9	
Digits in extension	two - seven digits	
Mailbox leading digit	0 - 9	
Digits in mailbox	two - seven digits	

	Value	Default
Number of subscriber mailboxes:		
CallPilot 150 and CallPilot Mini	200	20
<b>Business Communications Manager</b>	998	depends on software package
Class of Service	1-16	Refer to "Class of Service default values" on page 27
Group Lists:		
Group List number **	001 - 099 - 901-999	901 - 999
Number of members	1-125	0

<sup>\*\*</sup>Group List numbers are always three digits long

CCR Tree Information	Value
Response time at the Home Menu	2.5 seconds
Number of Trees	8
Number of levels	10
Number of Paths per level	8

Group List leading digit	<b>Group List range</b>
0	001 - 099
1	101 - 199
2	201 - 299
3	301 - 399
4	401 - 499
5	501 - 599
6	601 - 699
7	701 - 799
8	801 - 899
9	901 - 999

### Norstar Voice Mail interface feature codes

Feature code name	Dialpad buttons	Description
Leave Message	<b>©</b> 980	Leaves a message in a mailbox. No password is required.
Open Mailbox	Ø 9 8 1	Opens your mailbox to play your messages and to access mailbox options.
Call Forward	© 9 8 4	Forwards incoming calls to your mailbox.
CallPilot extension	@985	Displays the voicemail extension number on your phone.
Transfer	0986	Transfers calls to a mailbox on the CallPilot system.
Interrupt	<b>©</b> 987	Intercepts a caller who is listening to your mailbox greeting or leaving a message.
Name Dialing	Ø 9 8 8	Lets you dial calls by searching the Company Directory.
Call Record	@989	Records a call and stores it in your mailbox.

## Glossary

### AA

See Auto Attendant.

### Administration

The tasks involved in maintaining CallPilot mailboxes, Greetings, set up and configuration. Administration also involves setting up and maintaining CCR Trees.

### Alternate extensions

An alternate extension gives a subscriber Message Waiting Indication on up to two other telephones that they can access their mailbox from.

Alternate extensions are available only on Subscriber mailboxes.

### **Alternate Greeting**

An alternate greeting that a subscriber records for an exceptional occasion, such as an absence.

### **Alternate Language**

An alternate language used for greetings and prompts. To use an alternate language, you must enable the Bilingual Option. The alternate language cannot be the same as the primary language.

### Attendant sign ON/OFF

A task performed by a company Receptionist or designated Operator that indicates to CallPilot when an Operator is available to answer calls.

### ATA 2

A Nortel Networks product that connects an analog device such as a single-line telephone or a fax machine to your system.

### **Auto Attendant**

The CallPilot answering service that answers incoming calls with a Company Greeting, plays a list of options to a caller, and performs call routing functions in response to caller selections.

### **Blind Call**

An incoming call that transfers directly to the extension requested.

### **Broadcast Message**

A message that can be sent by the System Administrator. Broadcast messages play on all mailboxes initialized with CallPilot. Broadcast messages are not sent to Information or General Delivery mailboxes.

### **Business Status**

A setting that overrides the schedule of the Greeting Table and plays the Non-business greeting until turned off.

### **CallPilot**

CallPilot is a versatile business communications tool that you can use to:

- answer incoming calls
- offer callers a selection of options to route their calls or access information
- · provide advanced voicemail, Auto Attendant and call handling capabilities

CallPilot includes voicemail, Auto Attendant, Custom Call Routing and Fax Answering features.

CallPilot also has optional features such as Fax, Call Center, Desktop Messaging and Messaging that enhance your communications. What options are available to you depends on what system you use.

### **Call Screening**

If you change the mailbox transfer option to Screened, subscribers can listen to a recording of the caller's name before accepting a call.

### CCR

See Custom Call Routing.

### **Channel configuration**

The number of channels on the CallPilot unit designated for outdialing.

### Class of Service

A Class of Service (COS) defines the values for the special features of a mailbox. When you add a mailbox you choose a Class of Service that provides the level of service appropriate for the subscriber. A mailbox cannot be added without a Class of Service.

### **Company Directory**

An internal list of the names of subscribers with initialized mailboxes designated to appear in the directory.

### Configuration

The tasks involved in setting up CallPilot. For example, configuring the Central Office (CO) lines answered by CallPilot.

### **Configuring CallPilot lines**

The tasks involved in determining which external lines are answered by CallPilot and which Greeting Table is assigned.

### cos

See Class of Service.

### **Custom Call Routing**

Call Paths that let callers select options to direct their calls along paths you create.

### Default

The parameters preset for CallPilot.

#### Destination

On a CCR Tree, the Destination determines where callers are directed after they listen to information or leave a message in a mailbox. The Destination types are:

- Previous: returns the caller to the Previous menu
- · Home: returns the caller to the Home Menu
- Disconnect: disconnects the call

### **Display**

A one-line or two-line display on the business telephone that shows CallPilot commands and options.

### **Display buttons**

The three buttons that appear below the display on a two line display telephone. When pressed, these buttons select the specified CallPilot option.

### **Display options**

The choices that appear on the display of a two line display. Options that appear on the display can be selected using the display or dialpad buttons.

### **Envelope information**

A date and time stamp that appears on all messages left in a mailbox. When a message is left by another mailbox owner, envelope information includes the message sender's name.

### **Extensions**

A two to seven-digit number that is used to reach a designated telephone. The extension length ranges from two to seven digits.

### Feature code

A unique three-digit code used to access CallPilot features and options.

### **General Delivery Mailbox**

One of the two Special Mailboxes that hold messages for individuals who are not assigned a Subscriber mailbox. The other Special Mailbox is the System Administrator Mailbox.

### Greetings

There are three types of CallPilot Greetings: Company Greetings, Personal Mailbox Greetings and Information mailbox Greetings. Company Greetings are played by the Auto Attendant to incoming callers. Personal Mailbox Greetings are played to callers who want to leave a message in a selected mailbox. Information mailbox Greetings are played to describe goods or services available to callers.

### **Greeting Tables**

A table for storing recorded Company Greetings, start times assigned to the greetings, and the lines that are answered by CallPilot. There are four Greeting Tables.

### **Group Lists**

A collection of mailbox numbers that are assigned a special Group number by CallPilot. When a message is sent to a Group List, all the mailboxes in the list receive the message.

### **Guest mailbox**

A type of Subscriber mailbox you can assign to people who do not have a permanent extension, but require a mailbox. These mailboxes receive and store messages the same way that Subscriber mailboxes do.

#### **Home Menu**

The first CCR menu callers encounter after they hear the Company Greeting. The Home Menu provides a list of single-digit options to a caller. After callers listen to the Home Voice Menu they select an option by pressing a keypad number on their telephone.

You can program Home Menu to offer up to eight options. By default,  $\bigcirc$  is reserved for reaching the Operator, and  $\bigcirc$  offers the menu in the Alternate Language. The Home Menu can also be an Information message that plays an announcement to callers and then disconnects the call when the announcement is finished.

### **Home Menu Voice Prompt**

A voice prompt that provides a list of number options. When pressed, these options can route a caller to a sub-menu, an Information message, a Leave Message option, or a transfer to an extension.

### Information mailbox

A mailbox that plays an informative message to callers. The message can describe goods or services available from your company. The Information mailbox does not store messages and does not have an extension associated with it.

### Information message

On a CCR Tree, an Information message is a message you record to provide a caller with information about goods or services available from your company. You must create an Information mailbox before you can add the Information message option to a CCR Tree.

### Initializing a mailbox

Preparing a mailbox to receive messages. Initializing a mailbox includes changing the mailbox default password, recording a Company Directory name and recording Personal Mailbox Greetings.

### **Initializing CallPilot**

Specifying the CallPilot settings for mailbox number length and language preference.

### **Leave Message**

Feature 980, the feature code used to leave messages in CallPilot mailboxes.

### Leave Message option

The Leave Message option on a CCR Tree provides callers with access to a mailbox so they can leave a message. When they select this option, the caller automatically transfers to a mailbox to leave a message.

### Level

The Home Menu is on Level 0. As sub-menus are added, the caller progresses through the levels of the CCR Tree. A total of 10 levels can be created (from 0 to 9).

### Mailbox

A storage place for messages on the CallPilot system.

### Mailbox number length

The number of digits allowed in a mailbox number. The mailbox number length ranges from two to seven digits.

### **Mailbox properties**

Optional parameters in addition to the Class of Service values. Mailbox properties are: Include in Company Directory, Alternate extensions, Express Messaging Line, Call Screening, Message Waiting Notification, and Outdial type.

### Menu

A voice prompt you record that provides a caller with a list of up to eight options. There is one default pre-recorded menu, the Auto Attendant Menu, that plays after the Company Greeting. You can replace this default menu with a custom menu, or you can assign the CCR Home Menu to play instead of an Auto Attendant menu.

### **Message Delivery Options**

Message sending options that are stamped onto a message. A Message Delivery Option can be assigned to a message after it is recorded.

The Message Delivery Options for the Norstar Voice Mail interface are Normal, Certified, Urgent, Private and Timed. The Message Delivery Options for the CallPilot interface are Normal, Urgent, Private, Acknowledge and Timed.

### **Message Waiting Notification**

Message Waiting Notification provides subscribers with the message notification "Message for you" on the display of their telephone. This feature is a Mailbox property that is not controlled by a Class of Service.

### **Never Full Mailboxes**

The Never Full Mailbox feature lets a caller leave a message in a Subscriber mailbox, even if the mailbox is "full". The message is stored, but cannot be accessed until the subscriber deletes at least one saved message.

### Off-premise Message Notification/Remote Notification

Off-premise Message Notification, also called Remote Notification, lets subscribers direct their messages to any telephone number, extension or to a pager. This feature is part of the Class of Service.

### Operator

The Operator is the person whose extension rings when a caller is prompted by the Auto Attendant to "Press of for an operator". If the Operator is not available, callers who request the Operator transfer to the General Delivery Mailbox.

In Class of Service, the Operator is called the Target Attendant.

### Operator default extension

The Receptionist or CallPilot designated Operator's default extension. This default is preset to none, and must be changed to any valid extension on the system.

### **Operator Status**

The Operator Status setting tells the system whether a Receptionist or designated Operator is available.

### Option

- 1. A CallPilot choice that is given to a caller through voice or display prompts.
- 2. An optional CallPilot feature that you enable with a software authorization code.

### **Outdial type**

The Outdial type determines which line or line pool the system uses for Off-premise Message Notification, Outbound Transfer, or when a mailbox owner replies to a message left by an external caller.

### **Password**

A four- to eight-digit number that is entered on the dialpad. A password is used to open mailboxes or perform configuration tasks.

### Path

A Path is the course an incoming call takes to or through one or more menus on a CCR Tree to reach a destination.

An identification number assigned to a Path on each CCR Tree. The number represents the sequence of digits that callers enter to route themselves along the Path.

### **Primary Greeting**

The main greeting played to callers.

### Programmable memory buttons

Buttons on display telephones that can store feature codes and numbers.

### Reports

The Reports used to view CallPilot programming, the amount of available message storage time, and CCR programming and administration.

### Resetting passwords

A System Administrator task that changes a mailbox password from its current password back to the CallPilot default password of 0000.

### **Resetting CallPilot**

Returning CallPilot to its default settings.

### **Special Mailboxes**

The two mailboxes used by the System Administrator and designated Operator. The Special Mailboxes are the System Administrator Mailbox and the General Delivery Mailbox.

### Sub-menu

A sub-menu is any menu presented to the caller after the Home Menu. Sub-menus can lead to other sub-menus. A total of nine sub-menus can be added to a CCR Tree.

### Subscriber

A subscriber is a mailbox owner. Subscriber mailboxes include Guest mailboxes.

### Subscriber mailboxes

Subscriber mailboxes:

- are assigned to subscribers by the System Administrator
- include Guest mailboxes
- are maintained by the mailbox owner (subscriber)
- can be listed in the Company Directory under the mailbox owner's name
- are protected by a password that the subscriber can change, or can be reset to 0000 by the System Administrator if the subscriber forgets the password

### System Administrator

The person responsible for configuring, updating, and maintaining the CallPilot system.

### **System Administrator Mailbox**

One of the two Special Mailboxes. It is used by the System Administrator for sending Broadcast Messages.

### **Target Attendant**

The Target Attendant is assigned to answer a telephone when a caller opens a mailbox to leave a message and presses 0 to reach the Operator.

### Tone dial telephone

A push button telephone that emits DTMF tones.

### Transfer

On a CCR Tree, a Transfer prompt provides a caller with access to an extension or an external number an extension or an external number. A Transfer prompt is assigned a one-digit number that appears in a menu. When this number is pressed, the caller automatically transfers to an extension or external number.

### Voice prompts

The prerecorded voice instructions that play when callers access CallPilot features and options. Voice prompts can guide callers along the call Path of a CCR Tree.

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# **CallPilot**

**Programming Record** 



## **About the CallPilot Programming Record**

Use this guide to record how you program your CallPilot Mini, CallPilot 150 or Business Communications Manager 2.5 system. You can also use this guide as a reference when you make changes to CallPilot programming.

#### This guide includes:

- a list of programming tasks for setting up your CallPilot system
- tables you can use to record CallPilot programming
- tables you can use to record CallPilot Fax and Message Networking programming, if you have these options
  installed. To record Call Center programming use the Nortel Networks Call Center Set Up and Operation
  Guide
- system defaults for CallPilot Mini, CallPilot 150 and Business Communications Manager 2.5

For these programming tasks	refer to	
Record Greetings	"CallPilot Greetings" on page 6  "Greeting Tables" on page 7	
Set up the Greeting Tables:  record custom Automated Attendant Menu prompt or use default  assign Greetings  assign Greeting Table features  assign business hours for each day of the week		
Assign lines answered by CallPilot	"CallPilot line answering" on page 8	
Enter custom Class of Service values	"Class of Service" on page 9	
Record Mailbox values	"Mailboxes" on page 10	
Create Group Lists	"Voice Group Lists" on page 11	
Create a Caller ID Routing Table	"Caller ID Routing Table" on page 12	
Design CCR Tree nodes	"CCR Trees" on page 13	
Create CCR Trees	"CCR Tree programming template" on page 1	
Set Dialing Translation parameters	"Dialing Translation parameters" on page 15	
Record Dialing Translation Table entries	"Dialing Translation Table" on page 15	
Record Restrictions and Permissions (CallPilot Mini only)	"Restriction Permission List" on page 16	
Assign return to Automated Attendant setting	"Automated Attendant settings" on page 17	
Assign CallPilot system settings "CallPilot system settings" on page		
Assign Operator settings and Business Status	"Operator and Business Status" on page 17	

For these CallPilot Message Networking tasks	refer to	
Create Digital Networking sites	"Digital Networking site table" on page 18	
Create AMIS sites	"AMIS site table" on page 19	
Set up AMIS Call Blocking periods	"AMIS Call Blocking periods" on page 20	
Create Network Site Mailboxes	"Network Site Mailboxes" on page 21	
Create Network AMIS mailboxes	"Network AMIS mailboxes" on page 22	

For these CallPilot Fax tasks	refer to	
Create Fax Overflow mailboxes	"Fax Overflow mailboxes" on page 23	
Create Fax On Demand mailboxes	"Fax On Demand mailboxes" on page 24	
Create Fax Group Lists	"Fax Group Lists" on page 25	

For these CallPilot defaults	refer to	
Class of Service	"Class of Service default values" on page 26	
CallPilot system properties	"System properties" on page 27	
	"Feature codes" on page 27 "Line answering" on page 27	
	"Greeting Tables" on page 28	
	"Automated Attendant" on page 28	
	"Operator and Business Status" on page 28	

**→** 

**Note:** Make copies of the pages as required.

Use these tables to assist you with CallPilot programming. To use these tables:

- Determine which options apply to your system.
- Refer to the task and page number shown on page 3.
- Decide if you want to change or keep a default setting. The defaults are shown in **bold**.
- If you change the default, write information in the space provided, or circle an option.

#### **Customer information**

Installation date:
Notes:
-

### **Pre-installation**

Number of mailboxes to be installed	
Number of external lines to be answered	

#### **Unit Address and Identification**

IP Address		
Subnet Mask		
Primary DNS		
Secondary DNS		The property of the
Default Gateway		

Note: This table does not apply to a Business Communications Manager system.

# **CallPilot Greetings**

Greeting number (1-40)	Recorded Greeting (For example, "Good morning. Thank you for calling Shelbourne Consulting."

## **Greeting Tables**

Greeting	Table	number:	1	2	3	4
arccung	IUDIC	mannber.		-	•	-

	Morning	Afternoon	Evening	Non-business		
Greeting Used						
CCR Tree						
Business hours				2// 1 = 1		
Monday	: am pm	: am pm	: am pm	: am pm		
Tuesday	: am pm	: am pm	: am pm	: am pm		
Wednesday	: am pm	: am pm	: am pm	: am pm		
Thursday	: am pm	: am pm	: am pm	: am pm		
Friday	: am pm	: am pm	: am pm	: am pm		
Saturday	: am pm	: am pm	: am pm	: am pm		
Sunday	: am pm	: am pm	: am pm	: am pm		

**Note:** Enter times in hh:mm format. Circle a.m. or p.m. if you use a 12-hr clock.

Custom Automated Attendant	Custom Automated Attendant Menu								
Primary Language prompt									
Alternate Language prompt									

Table options		
Target Attendant extension		
Language preference	Primary Alternate	
Menu Repeat Key		

Note: For more information about CCR programming, refer to "CCR Trees" on page 13 and "CCR Tree programming template" on page 14.

# **CallPilot line answering**

Line number	Telephone number (reference only)	Answered by	CallPilot	Number of rings (0 to 12)	Greeting Table number (1 to 4)
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Υ Υ	N		
		Y	N		
		Y	N		
		Y			
			N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		

## **Class of Service**

You can edit Class of Service values if you use CallPilot Manager. Use this table to record Class of Service values. For the default Class of Service values refer to "Class of Service default values" on page 26.

Class of Service	1	2	3	4	5	6	7	8
Name								
Max Mailbox Message time (in minutes)								
Max Message Length (in minutes)								
Message Retention Period (in days)								
Max Greeting Length (in minutes)								
Enable Off-premise Message Notification								
Retry Intervals (in minutes)								
Max Number of Attempts								
Enable Outbound Transfer		J 1 1 -						
Max Incorrect Password Attempts								
Password Expiry (in days)								
Enable Networking*								
Enable Personal Target Attendant								
Enable Call Record			. 1					
Prompt Language								
User Interface Style								
Restriction Permission List								
Class of Service	9	10	11	12	13	14	15	16
Name								
Max Mailbox Message time (in minutes)								
Max Message Length (in minutes)								
Message Retention Period (in days)								
Max Greeting Length (in minutes)					1			
Enable Off-premise Message Notification								
Retry Intervals (in minutes)								
Max Number of Attempts								
Enable Outbound Transfer								
Max Incorrect Password Attempts								
Password Expiry (in days)								
Enable Networking*								
Enable Personal Target Attendant				7				
Enable Call Record								
Prompt Language								
User Interface Style								
Restriction Permission List								

10

Mailbox #	Ext#	Class of	Type (check one Alt Alt Ex		Express	In		Mes	sage	e Auto		Call		Outdial Rou	te																														
Mandox #	EXI #	Service* (1 to 16)	(1 -16	Information	Subscriber	AMIS**	Fax On Demand**	Fax Overflow**	Network Delivery**	#† #†	#†	#†	#†	1 Ext 2 #†	Messaging line #†	company directory		company directory		company directory		company directory		company directory		directory		Wait Noti	ing fication	Logii	n	Scre	ening	L = line R = route P = pool None = defau	ult										
													Υ	N	Υ	N	Υ	N	Υ	N	L_ P_ R	None																							
													Y	Ν	Y	N	Υ	N	Υ	N	L P R	None																							
													Y	N	Υ	N	Υ	N	Υ	N	L P R	None																							
													Y	N	Υ	N	Υ	N	Y	N	L P R	None																							
			ike										Y	N	Y	N	Υ	N	Y	N	L P R	None																							
													Y	N	Y	N	Υ	N	Υ	N	L P R	None																							
													Y	N	Y	N	Υ	N	Y	N	L P R	None																							
								, y					Υ	N	Y	N	Υ	N	Y	N	L P R	None																							
													Υ	N	Y	N	Υ	N	Y	N	L P R	None																							
													Υ	N	Y	N	Υ	N	Y	N	L P R	None																							
													Y	N	Y	N	Υ	N	Υ	N	L_ P_ R	None																							
			And the										Υ	N	Y	N	Υ	N	Υ	N	L P R	None																							
													Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
		Y											Υ	N	Y	N	Υ	N	Υ	N	L P R	None																							
													Y	Ν	Y	N	Υ	N	Υ	N	L P R	None																							
													Y	Ν	Y	N	Υ	N	Υ	N	L P R	None																							
													Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
										101			Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
													Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
													Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
													Υ	N	Υ	N	Υ	N	Υ	N	L P R	None																							
													Y	N	Y	N	Υ	N	Υ	N	L P R	None																							

<sup>\*</sup> For more information see page 9 and page 26. \*\* If this CallPilot option is enabled on your system. †Subscriber mailboxes only.

## **Voice Group Lists**

Use this table to record voice Group Lists. You can create fax Group Lists if you have the Fax option	enabled. To record fax
Group Lists use the table "Fax Group Lists" on page 25.	

Group List number* (901 to 999)	
Spoken name	
Display name (maximum 16 letters)	

#### **Group List members**

Name	Mailbox number

<sup>\*</sup> The Group List leading digit can be changed from the default of 9. This can be done during initialization or by the System Administrator.

## **Caller ID Routing Table**

Telephone number	r		
Destination type Greeting Table			
	Extension	n	
	Mailbox		
	CCR	CCR Tree	
		Path	
Telephone numbe	r		
Destination type	Greeting	Table	
	Extension	n	
	Mailbox		
	CCR	CCR Tree	
		Path	
Telephone numbe	r		
Destination type	Greeting	Table	
	Extension	on	
	Mailbox		
	CCR	CCR Tree	
		Path	
Telephone numbe	r		
Destination type	Greeting	Table	
	Extension	on	
	Mailbox		
	CCR	CCR Tree	
		Path	
Telephone numbe	er		
Destination type	Greeting	g Table	
	Extension	on	
	Mailbox		
	CCR	CCR Tree	
		Path	

## **CCR Trees**

	1 2 3 4 5 6 7 8	
Home node type	Primary message	
Menu		
Information		
	Alternate message	
	/ incinate message	
Fax On Demand	Primary message	
(available if you have the CallPilot Fax option enabled)		
enabled)		
	Alternate message	
	Call marks d	
	Call method: one two	Line or pool number
Mailbox number		
Transfer	Internal	Extension #
	External	Line or pool #
		Talanhawa #
		Telephone #
Destination applies to Mai	lbox and Information nodes	reiepnone #

### **CCR Tree programming template**

Use this template to design CCR Trees. Each box represents a node on the CCR Tree. To use this template:

- in the boxes record the Path number, node type and Greeting. Node can be Menus, Information, Mailbox or Transfer
- for Menu and Information nodes, record a description in the box
- draw lines between the boxes to form the Paths
- Use the table "CCR Tree programming template" on page 14 to record the details for each node

	CCR Tree numb	ber Home Menu	
Path	Path	Path	Path
lode type	Node type	Node type	Node type
Path Node type	Path Node type	Path Node type	Path Node type
			Path
Path	Path	Path	
ode type	Node type	Node type	Node type

				15
Dialing Translatio	n paramete	rs		
Long Distance Access Code			18 March	
Area Code				
Access Code				
Reply Translation	Υ	N		
Note: CallPilot sorts Longer, more specific	the entries in ascend	ling numerical o		
Input	value		Output value	

### **Restriction Permission List**

The Restriction Permission List is available for CallPilot Mini only.

A list can have up to 100 Restrictions and 100 Permissions. A Restriction or Permission can be a maximum of 26 digits.

Restriction List ID						
Restrictions						
Permissions						

## **Automated Attendant settings**

Return to Automated Attendant	Y N	1		
Touchtone Gate	None	Standard	Custom	

## **CallPilot system settings**

Max Outcalling Channels	1	2	3	4	5	6	7	8		
Enable Voicemail	Υ	N								
Enable Group List	Υ	N								
Group List Leading Digit	1	2	3	4	5	6	7	8	9	
Enable External Initialization	Υ	N								
Make Directory Available	Y	N						48.		
Enable General Delivery Mailbox	Y	N								
Enable Bilingual	Y	N								
Primary Language										
Secondary Language										
Canadian Pronunciation	Y	N								
Directory Search By	First	name	La	st name	9	Both				
Enable Outdialing	Y	N								
Line number										Library to the state of
Pool number										
Route code										
Enable CallPilot User Interface	Y	N								
Name Prefix										
Special Prefix										
Country										
Companding Law	M-La	w	A-Law							
Time Zone										

## **Operator and Business Status**

Password OPERATOR (67372867)	
Answer lines	Y
Receptionist or Operator extension	

<sup>\*\*</sup> These settings are usually changed by the receptionist or Operator on a daily basis.

## **CallPilot options**

## **Digital Networking site table**

Use this table to record the properties for the Digital Networking sites you create.

Site name		
Site prefix		
Host name (FQDN)		
Mailbox prefix		
Site name recorded	Υ	N
Site name		
Site prefix		
Host name (FQDN)		
Mailbox prefix		
Site name recorded	Y	N
Site name		
Site prefix		
Host name (FQDN)		
Mailbox prefix		
Site name recorded	Υ	N
Site name		
Site prefix		
Host name (FQDN)		
Mailbox prefix		
Site name recorded	Y	N
Site name		
Site prefix		
Host name (FQDN)		
Mailbox prefix		
Site name recorded	Υ	N

## **AMIS** site table

Use this table to record the properties for the AMIS sites you create.

Site name	
Site prefix	
Site name recorded	Y N
Destination site phone number	
Outdial route	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y N
Destination site phone number	
Outdial route	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y N
Destination site phone number	
Outdial route	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y N
Destination site phone number	
Outdial route	Line number Pool number Route code

## **AMIS Call Blocking periods**

Use this table to record your AMIS Call Blocking periods.

Day	Period	Call Blocking time from	Call Blocking time to
Monday	1		
	2		
	3		
	4		
Tuesday	1		
	2		
	3		
	4		
Wednesday	1		
	2		
	3		
	4		
Thursday	1		
	2		
	3		
	4		
Friday	1		
	2		
	3		
	4		
Saturday	1		
	2		
	3		
	4		
Sunday	1		
	2		
	3		
	4		

### **Network Site Mailboxes**

Use this table to record the details of the Network Site Mailboxes you create.

Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	

### **Network AMIS mailboxes**

Use this table to record the details of the Network AMIS mailboxes you create.

Network AMIS mailbox number	
Network AMIS mailbox name	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial*	Line number Pool number Route code
Destination site phone number	
Network AMIS mailbox number	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial*	Line number Pool number Route code
Destination site phone number	
Network AMIS mailbox number	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial*	Line number Pool number Route code
Destination site phone number	

<sup>\*</sup> does not apply to CallPilot Mini

## Fax Overflow mailboxes

Mailbox number	
Fax machine extension number	
Mailbox name	
Spoken name	
Fax retries (1-99)	
Fax interval (1-60 min)	
Mailbox number	
Fax machine extension number	
Mailbox name	
Spoken name	
Fax retries (1-99)	
Fax interval (1-60 min)	
Mailbox number	
Fax machine extension number	
Mailbox name	
Spoken name	
Fax retries (1-99)	
Fax interval (1-60 min)	
Mailbox number	
Fax machine extension number	
Mailbox name	
Spoken name	
Fax retries (1-99)	
Fax interval (1-60 min)	
Mailbox number	
Fax machine extension number	
Mailbox name	
Spoken name	
Fax retries (1-99)	
Fax interval (1-60 min)	

### **Fax On Demand mailboxes**

Mailbox number							
Mailbox name							
Class of Service							
Display in Directory	Y N						
Spoken name							
Outdial type	Line number Pool number Route code						
Fax retries							
Fax interval							
Delivery method	One-call	Two-ca	II				
Maximum number of faxes*	1 2	3	4 5	6	7	8	
Mailbox number							
Mailbox name							
Class of Service							
Display in Directory	Y N						
Spoken name							
Outdial type	Line number Pool number Route code						
Fax retries							
Fax interval							
Delivery method	One-call	Two-ca	ıll				
Maximum number of faxes*	1 2	3	4 5	6	7	8	
Mailbox number							
Mailbox name							
Class of Service							
Display in Directory	Y N						
Spoken name							
Outdial type	Line number Pool number Route code						
Fax retries							
Fax interval							
Delivery method	One-call	Two-ca	all				
Maximum number of faxes*	1 2	3	4 5	6	7	8	

<sup>\*</sup> A caller can request a maximum of 8 faxes. A mailbox can store as many faxes as space permits.

## **Fax Group Lists**

Group List number* (901 to 999)	
Spoken name	
Display name (1 - 16 characters)	

#### **Group List members**

Name	Fax machine telephone number (1 - 30 digits)	Route

<sup>\*</sup>The Group List leading digit can be changed from the default of 9. This can be done during initialization or by the System Administrator.

## **CallPilot defaults**

### Class of Service default values

Class of Service	1	2	3	4	5	6	7	8
Maximum Mailbox Message time (in minutes)	15	15	15	15	5	5	20	20
Maximum Message Length (in minutes)	3	3	7	7	3	3	2	2
Message Retention Period (in days)	30	30	0	0	7	7	15	15
Maximum Greeting Length (in minutes)	1	1	1	1	1	1	10	10
Enable Off-premise Message Notification	Υ	Υ	Υ	Y	N	N	Υ	Υ
Retry Intervals (in minutes)	5	5	10	10	15	15	30	30
Maximum Number of Attempts	3	3	5	5	7	7	9	9
Enable Outbound Transfer	Υ	Y	Y	Υ	N	N	Υ	Υ
Maximum Incorrect Password Attempts	9	9	9	9	6	6	4	4
Password expiry (in days)	90	90	90	90	60	60	30	30
Enable Networking*	Υ	Υ	Υ	Υ	N	N	Υ	Υ
Enable Personal Target Attendant	Υ	Υ	Υ	Y	N	N	Υ	Υ
Enable Call Record	N	N	N	N	N	N	N	N
Prompt language	Р	Α	Р	А	Р	Α	Р	Α
User Interface Style	The inter	face select	ed from the	e Installatio	n Wizard a	s the prima	ry interfac	Э.
Restriction Permission List (CallPilot Mini only)								
Class of Service	9	10	11	12	13	14	15	16
Maximum Mailbox Message time (in minutes)	10	10	30	30	120	120	120	120
Maximum Message Length (in minutes)	3	3	7	7	10	10	2	2
Message Retention Period (in days)	365	365	60	60	90	90	45	45
Maximum Greeting Length (in minutes)	1	1	2	2	3	3	5	5
Enable Off-premise Message Notification	Υ	Y	N	N	Υ	Υ	Υ	Υ
Retry Intervals (in minutes)	5	5	10	10	15	15	30	30
Maximum Number of Attempts	3	3	5	5	7	7	9	9
Enable Outbound Transfer	Y	Y	N	N	Y	Y	Y	Y
Maximum Incorrect Password Attempts	9	9	9	9	6	6	4	4
Password expiry (in days)	90	90	90	90	60	60	30	30
Enable Networking*	Υ	Υ	N	N	Υ	Υ	Υ	Υ
Enable Personal Target Attendant	Υ	Y	N	N	Y	Υ	Υ	Υ
Enable Call Record	N	N	N	N	N	N	N	N
Prompt language	Р	А	Р	А	Р	Α	Р	А
User Interface Style	The inter	face selec	ted from the	e Installatio	n Wizard a	s the prima	ary interfac	е.
Restriction Permission List (CallPilot Mini only)			1					

<sup>\*</sup> If the Message Networking option is installed. 0 = indefinite; never expire, P = Primary Language, A = Alternate Language

## **CallPilot system defaults**

#### **System properties**

Maximum number of outcalling channels	No default
Voicemail	Enabled
Group Lists	Enabled
Group List leading digit	9
External initialization	Not enabled
Company Directory	Enabled
General Delivery Mailbox	Enabled
Redirect DN (not available for CallPilot Mini)	Enabled
Bilingual operation Primary language Alternate language	Not enabled No default No default
Canadian Pronunciation	Not enabled
Search Company Directory By	Last name
CallPilot User Interface (not available for CallPilot Mini)	Not enabled
Name Prefix	11
Special Prefix	19
Primary UI (not available for CallPilot Mini)	
Country (not available on BCM)	Depends on location
Companding Type (CallPilot Mini only)	Depends on location
Timezone (not available on BCM)	Mini, 150
Daylight Savings Time (not available on BCM)	Not enabled

#### Feature codes

Leave Message	<b>©</b> 980	
Open Mailbox	<b>₺</b> 981	
Operator Status	© 982	
System Programming	© 983	
Call forward to CallPilot	© 984	
CallPilot extension	© 985	
Transfer	© 986	
Interrupt	© 987	
Call Record	© 989	

#### Line answering

Skillset number	0
Answered by CallPilot	N
Greeting Table number	1
Number of rings	0

### **Greeting Tables**

Return to Automated Attendant	N
Automated Attendant Menu Prompt	Y
Morning Greeting	1
Afternoon Greeting	2
Evening Greeting	3
Non-business Greeting	4
Language Preference	PRI
Attendant extension	No default
CCR Tree	None
Business Hour start times	Morning 12:00 am (midnight) Afternoon 12:00 pm (noon) Evening 6:00 pm Non-business 6:00 pm

#### **Automated Attendant**

Return to Automated Attendant	N	

### **Operator and Business Status**

Receptionist or Operator available	N
Business open	Υ
Answer lines	Y
Receptionist or Operator extension	No default

